

Frequently Asked Questions

Total attendance for CORROSION 2014 Conference & Expo is expected to be over 6,000

EXHIBIT HALL AISLES

The aisle areas of the exhibit hall will be carpeted in tuxedo. The aisle areas of the lounge will be carpeted in tuxedo. So that we may complete the laying and cleaning of aisles, please have your display uncrated and all empty cartons and crates sent to storage before 2 pm Monday, March 10. Aisles will be cleaned daily.

BOOTH CONSTRUCTION GUIDE

The exhibit space perimeter is defined by pipe and drape. The pipes are lightweight aluminum tubes attached to upright posts. The pipe and drape construction is not strong enough to support a leaning display or any signs. All displays must be able to stand independent from the back and side walls.

Each Linear or In-Line booth will be set with 8' high black and silver back drape, 3' high black side dividers and a 7" x 44" one-line identification sign. The fronts of booths are blank on your plan. The exhibit area is not carpeted; however the aisles will be carpeted in tuxedo. To enhance the appearance of your booth, rental carpet is available through Freeman.

There are some restrictions on the height of the exhibits and how far out displays can come from the back wall. These guidelines are set forth to grant each exhibitor a clear view of each display from the aisle. We don't want one exhibit to block another, so please adhere to these guidelines. Please see the Rules and regulations drop down for more information. If, for some reason, your exhibit violates these rules, contact NACE exhibits department for either advice for correcting the problem, reassignment of space, or an exemption.

Please note: All items not ordered through the Official Show Vendors may be subject to Material Handling Charges and are the responsibility of the Exhibitor.

"LINEAR or IN-LINE BOOTHS" - one-side open booths: Regardless of the number of Linear Booths utilized, 10ft by 10ft, 10ft by 20ft, et. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. Exhibits may have solid construction 8ft high along the back wall and up to 5ft out from the back along the sides. The front 5ft half of the display is limited to a 4ft in height.

"CORNER BOOTH" – two-side open booths: Linear or In-Line Booth rules apply with the added freedom of leaving the cross-aisle side of the booth open. Displays with unfinished backs or sides, visible to neighboring exhibitors, must be made presentable. If, in the opinion of Management, displays are not satisfactory, they will be corrected at the exhibitor's expense.

"ISLAND BOOTH" – four-side open booths: Island booths may be up to twenty feet high (including signage) and all construction must be within the boundary of the space. Please note: pipe and drape will not be provided for Island booths, but can be rented through Freeman.

BOOTH FURNISHINGS

Freeman has been named the official service contractor for the CORROSION 2014 Conference & Expo. They can supply the optional rental furnishings, carpet, displays, and labor. You may use their internet online ordering service.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freemanco/store by February 17, 2014.

Our Internet online ordering service, Freeman OnLine® is available for your convenience to order all Freeman services, view show schedules, or print order forms. Once your show is available online you will receive an email which includes a direct link to Freeman OnLine®.

To place online orders you will be required to enter your unique Login ID and Password. If this is your first time to use Freeman OnLine®, click on the "Login" link in the top right corner to create a new account. To access Freeman OnLine® without using the email link, visit www.myfreemanonline.com and click on the "Login" link in the top right corner. If you need assistance with Freeman OnLine® please call the Customer Support Center at: (888) 508-5054.

CLEANING/HOUSEKEEPING

Exhibitors must keep their displays free of rubbish and maintain a neat appearance. Trash receptacles will be located throughout the exhibit floor. The aisles will be cleaned daily, however booth cleaning is not automatic. Any booth cleaning required during the show must be ordered through Freeman.

CONFERENCE OFFICE

The CORROSION 2014 Conference & Expo office will be clearly marked in the convention center. For assistance, direct your questions and/or problems to any NACE Staff or Freeman Staff.

CONFERENCE PROGRAM

NACE publishes the Conference Program and Exhibits Guide for CORROSION 2014 Conference & Expo. Included in that program are listings of exhibitors with booth numbers, contact information, and a short description of the company or exhibit.

DRAYAGE & STORAGE

Exhibitors who ship any display, goods, samples, brochures, etc. to CORROSION 2014 Conference & Expo will incur handling charges. The extent of the cost depends on how much service you require.

ADVANCED SHIPMENT AND STORAGE

This the cost of receiving your freight earlier than the set up schedule, holding it, and delivering it to the center's dock. Your shipment may arrive up to 30 days early and you can enjoy the peace of mind that comes from being able to verify your shipment has arrived before you leave for San Antonio, TX USA. You will find your shipments in your booth the first set-up day, Sunday, March 9, 2014.

DRAYAGE is the cost of handling freight from the loading dock of the convention center to the exhibit space and back. Freeman has the necessary equipment and labor needed to get freight moved in and out of the building.

Your shipment must arrive precisely during the freight receiving hours of the two set-up days. If you use your company truck, no doubt you have the necessary control over your shipment to guarantee it arrives on time. If you use a trucking company, even one of the majors, you don't necessarily have the control you need to get the shipment to the dock in the right time frame.

Normally, early shipment and handling costs a little bit more than a direct shipment to the Convention Center. Both the material handling and storage services include the removal, storage, and return of empty cases, crates, and cartons. Order forms for either option is located in the Material Handling section of the Freeman Exhibitor kit.

EMPTY STORAGE

Empty crates and cartons cannot be stored in the exhibit hall or hidden in booths. The removal, storage, and return of empty containers are part of the material handling service. Please note that it takes time to put empties away and that it can take a couple hours to get them back at the end of the show.

EXHIBIT HALL INFORMATION

Henry B Gonzalez Convention Center is located at:
200 E Market St.
San Antonio, TX USA

The Exhibition Area is located in Hall C & D and we will be using the Bowie dock for shipments.

TECHNICAL DETAILS

Ceiling Height: 35 feet

EXHIBIT PASSES

Exhibitors are provided 100 free exhibit passes per 100 square feet of booth space (one 10x10 booth) to distribute to customers and prospects. Each pass allows one Complimentary Exhibit Hall Only registration. Exhibit passes are for show visitors only and may not be used for exhibit staff purposes. Additional passes may be requested for any special mailings you might wish to do.

EXHIBITOR INVITES

Again this year we are offering the exhibitor invite program at no cost to the exhibitor. Exhibitor Invites™ creates a customized, show-specific online tool that makes it free and easy for exhibitors to upload their lists with a third-party bonded email distribution service, and send out up to three nicely designed, customized invitations including feature products and booth number for CORROSION 2014 Conference & Expo to their customers and prospects.

EXHIBITOR PASSPORT PROGRAM (CORROSION 2014 Conference & Expo Trip Ticket Passport)

Exhibitors who qualify (through advertising in Materials Performance twice as well as the Final Program) will receive a full-page feature at the front of the 2014 Trip Ticket Passport. Attendees must travel to qualifying Exhibitor booths to receive their customized stamp for their chance to enter a drawing for prizes to be on Thursday morning at 10:00 a.m. during CORROSION 2014 Conference & Expo.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

In many instances, it is necessary to use only official contractors. However, in the case of booth construction, an exhibitor may appoint their own contractor to unpack, erect, dismantle, and pack displays and equipment. EAC's are welcome when the following rules are followed:

- The Exhibitor must notify the Management by February 5, 2014, if an Exhibitor Appointed Contractor is being used and will supply to Management complete contact details and forms. The exhibitor must notify the EAC on exhibit rules and regulations.
- The Exhibitor Appointed Contractor must agree to abide by all rules and regulations, and provide management with a Certificate of Insurance covering comprehensive general liability and workmen's compensation. Work passes for EAC staff can be obtained at the Exhibitor Registration area, and must be worn at all times.

EXHIBITOR 2015 SIGN-UPS

Choosing booth space for CORROSION 2015 Conference & Expo will be done on a priority point system. You will be notified in advance of your appointed date, time and location for booth sign-ups.

EXHIBITOR SERVICE AREA

The official service contractors will staff service desks for the set-up, open hours, and dismantling periods. Go there to check on your orders for services you ordered or process additional order needs. Many contractors discount prepaid advance orders. For unpaid orders, they will present charges and will expect payment on-site. Most accept major credit cards.

EXHIBITORS' LOUNGE

The Exhibitor Lounge will be located in the rear of the Exhibit Hall.

EXPO GRAND OPENING

Will take place Monday, March 10, 2014, from 5:00 to 7:00 pm. Year after year, the Grand Opening of the Exhibit Hall prevails as the **number one event** at annual conference – drawing the largest attendance. Thousands of attendees gather to view the world's leading companies in the corrosion industry. Attendees will be given a complimentary drink ticket redeemable only at the Expo Grand Opening Reception.

Encourage attendees to visit by providing additional catering in your booth.

PLEASE NOTE: DUE TO LAWS/LIABILITIES, NO ONE UNDER THE AGE OF 18 WILL BE GIVEN ACCESS TO THE EXHIBIT HALL DURING THE EXHIBIT HALL GRAND OPENING.

INSPECTION

Exhibit set-up must be completed by 2:00 p.m. Monday, March 10 for inspection and approval by the NACE Exhibits Inspection Committee. Any booth not completed by that time is subject to not being able to exhibit, or for Management to complete the set-up at the exhibitor's expense. Any violations noted must be corrected immediately.

INSURANCE RECOMMENDATIONS

Neither, NACE International, show Management, the Henry B Gonzalez Convention Center, service contractors, nor their employees, agents, or representatives carry insurance on exhibitors' goods or displays. Each exhibitor should have insurance against fire, theft, liability, accident, or any hazard whatsoever. Exhibitors should contact their own carriers to effect insurance to cover all risks.

LABOR

Union Labor may be required for your exhibit installation and dismantle. Please carefully read the UNION RULES AND REGULATIONS to determine your needs. Exhibitors supervising labor need to pick up and release their labor at the Service Desk. Refer to the Display Labor order form for Straight Time and Overtime hours.

PARKING

There is no official Convention Center parking. There is, however, the Marina garage at 850 E Commerce directly across from the Lila Cockrell Theater, as well as parking at the Grand Hyatt hotel in front of the theater. All parking is available for public use for a fee.

REGISTRATION

Exhibitor Staff Registration comes in two forms: Exhibitor Full Conference Registration and Exhibitor Booth Attendee Registration. For each 100 square feet of exhibit space purchased, you receive one (1) free Full Conference Registration and five (5) Exhibitor Booth Attendee Registrations.

EXHIBITOR BADGES WILL NOT BE MAILED. You may pick up your badges during the Exhibit Set-Up and Conference registration hours. Exhibitors must wear their badges (with ribbon attached) to gain access to the Exhibit Hall during ALL HOURS. Please do not loan or trade your badge. Security personnel will not allow anyone to enter the exhibit hall without their badge; therefore, we recommend that any one person not pick up all the badges for their exhibitors.

No one under the age of 21 will be allowed in the exhibit hall during the set-up and dismantling period.

REGISTRATION LIST

After the conference, each exhibiting company will receive a final attendee list (**excluding e-mail addresses**). Use this list wisely to keep in touch with your attendees year-round. This list is provided to exhibiting companies only and is not for sale.

RULES & REGULATIONS

Exhibits are often treated like construction sites and are subject to many of the same rules and regulations. Most of these are simply good sense. Be sure your exhibit efforts follow these guidelines.

Please review the San Antonio Fire Department's Regulations located in this manual.

- All exhibits must be confined to the booth area and must conform to the Booth Construction Guide explained earlier. All aisles must be kept clear. All exhibit activities must be confined to the booth area and not in the aisles, foyer, general areas of, or outside the center.
- All utility connections must be made by appropriate facility staff.
- Empty crates, cartons, and cases must be sent to storage for the duration of the exhibition. Do not hide empties in or behind your booth, especially where utility lines run.
- You are not allowed to hang anything from the ceilings or attach anything to the walls of the Center.
- Flammable substances, open flames, bottled gas, and helium balloons are all prohibited in the Center. Fire-fighting fixtures and equipment must be kept visible at all times. No exhibit may block a fire extinguisher or a fire department cabinet, emergency signal box, or a fire exit.
- Anyone under the age of 21 is prohibited from the exhibit hall during the set-up and dismantling periods. No one under the age of 18 will be admitted during the Grand Opening.
- Keep out of areas marked "Authorized Personnel Only".
- Animals, except those assisting registrants with special needs, are prohibited in the Center.

EARLY BREAKDOWN

Any exhibitor who chooses to tear down early without preapproval from show management (any time prior to the designated teardown hours) will be subject to penalties. There will be no exceptions to this rule.

SECURITY

General perimeter security is provided for the entire tenancy of the exhibits. Exhibitors wishing to further secure their display may hire their own security service.

Badges must be worn for access to the exhibit hall at all times. Security passes must be obtained from Security Personnel to remove any items from the hall during open hours.