



MOVE - IN

Saturday, October 30 12Noon – 6:00PM

Sunday, October 31 8:00AM – 3:00PM

ALL EXHIBITS MUST BE SET BY 3:00PM ON SUNDAY, OCTOBER 31, 2004. After this time Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the exposition. If you foresee any difficulty in meeting this deadline, you must request a variance. Please contact Beth Currie at 703.631.6200 or email elizabeth.currie@jspargo.com by 5:00pm (EST) on Monday, October 25, 2004.

EXHIBIT HOURS

Sunday, October 31 4:00PM – 7:00PM

Monday, November 1 8:30AM – 6:00PM

Tuesday, November 2 8:30AM - 4:00PM
6:30PM – 7:30PM RECEPTION

Wednesday, November 3 8:30AM – 2:30PM

All exhibits must be staffed during exhibit hours!

MOVE - OUT

Wednesday, November 3 2:30PM – 10:00PM

With respect to fellow exhibitors, no display may be dismantled or packed before 2:30PM on Wednesday, November 3, 2004.

All exhibit materials must be packed and crated by 10:00PM on Wednesday, November 3, 2004. Please be sure your designated outbound carrier has checked in with the Brede Service Desk no later than 9:00PM on Wednesday, November 3rd to avoid re-routing. Re-routing will begin at 10:00PM Wednesday, November 3, 2004.

To avoid any damage to or loss of your equipment, please remain with your exhibit until crates are returned and materials are packed.

You, the exhibitor, assume all risk and liability of damages due to loss of equipment or items left unattended.

**Only official contractors, exhibitor appointed contractors and exhibiting company personnel are permitted on the show floor during move-in and move-out.
NO ONE under the age of 18 is permitted on the show floor during that time.**



KEY CONTACTS

<p>AFCEA INTERNATIONAL HEADQUARTERS 4400 Fair Lakes Court Fairfax, VA 22033</p> <p><u>Telephone:</u> 703.631.6238 <u>Fax:</u> 703.631.6133 <u>E-Mail:</u> plans@afcea.org</p>	<p>EXPOSITION MANAGEMENT J. Spargo & Associates, Inc. 11212 Waples Mill Road, Suite 104 Fairfax, VA 22030 Attn : Beth Currie</p> <p><u>Telephone:</u> 703.631.6200 <u>Fax:</u> 703.679.3938 <u>E-Mail:</u> elizabeth.currie@jspargo.com</p>
<p>AIR FREIGHT Convention Freight Services P.O. Box 4806 Alexandria, VA 22303</p> <p><u>Telephone:</u> 703.518.4720 <u>Fax:</u> 703.518.4729</p>	<p>TELECOMMUNICATION SERVICES/ HIGH SPEED INTERNET Portola Plaza Hotel Contact: Rob Lettman</p> <p><u>Telephone:</u> 831-649-4511 <u>Fax:</u> 831-649-4115</p>
<p>AUDIO VISUAL/COMPUTER RENTALS McCune Audio Video Lighting 222 Ramona Avenue Suite One Monterey, CA 93940 Contact: Vince Hucks <u>Telephone:</u> 831-372-6038 <u>Fax:</u> 831-372-0513</p>	<p>LEAD RETRIEVAL J. Spargo & Associates, Inc. 11212 Waples Mill Road, Suite 104 Fairfax, VA 22030</p> <p><u>Telephone:</u> 703.631.6200 <u>Fax:</u> 703.502.0257</p>
<p>CATERING Portola Plaza Hotel Two Portola Plaza Monterey, CA 93940 Contact: Amy Gibson <u>Telephone:</u> 831-649-2685 <u>Fax:</u> 831-649-4115</p>	<p>OFFICIAL EXPOSITION CONTRACTOR Brede-Washington Exposition Services 6801 Mid-Cities Avenue Beltsville, MD 20705-1411</p> <p><u>Telephone:</u> 301.937.8600 <u>Fax:</u> 301.937.2952</p>
<p>ELECTRICAL SERVICES Tri Cord Trade Show Services 2107 Del Monte Ave. Monterey, CA 93940</p> <p><u>Telephone :</u> 831-373-4347 <u>Fax :</u> 831-373-5116</p>	<p>REGISTRATION J. Spargo & Associates 11212 Waples Mill Road, Suite 104 Fairfax, VA 22030</p> <p><u>Telephone:</u> 703-449-6418 <u>Fax:</u> 703-631-7258</p>

**FOR THE MOST CURRENT CONFERENCE INFORMATION
 PLEASE VISIT WWW.AFCEA.ORG**



ITEMS INCLUDED IN EXHIBIT SPACE CHARGE

- ❖ Display Space.
- ❖ 8' high draped back wall (Burgundy, White, Teal) and 36" high draped side rails (Burgundy). **PLEASE NOTE: EXHIBIT SPACE IS CARPETED**
- ❖ Cleaning
Only the aisles will automatically be cleaned. Individual booths will be cleaned only if ordered by the exhibiting company. Services for individual booth cleaning can be ordered from Brede Exposition Services. Please refer to their order forms in the *Service Order Forms* section.
- ❖ Company identification sign - 7"x44".
- ❖ Each company will be provided with an unlimited amount of exhibitor badges. Two (2) exhibitor booth personnel from each company per 10' x 10' space purchased are entitled to "Exhibitor/Conference" registrations which will entitle those individuals to attend conference General Sessions. All other Exhibitor Badges will permit access to the exhibit hall only. Please refer to the Exhibitor Badge Request Form.
- ❖ Reception in the Exhibit Hall on Tuesday night.
- ❖ EXPOPORTAL – Your company's 50-word descriptive paragraph will be published in the show program and on the AFCEA website. Please refer to the EXPOPORTAL section for information on how to submit your paragraph.
- ❖ Early access to the exhibit hall on show days for all exhibitor booth personnel with 2004 MILCOM issued Exhibitor Badge.
- ❖ General exhibit hall lighting and heating/air conditioning.
- ❖ General exhibit hall perimeter security service.



ITEMS INCLUDED WITH TABLE TOPS

- ❖ Display Space.
- ❖ 1 6' skirted table (Burgundy or White)
6' 8' high back drape behind table (Burgundy, White and Teal)
1 fabric side chair
- ❖ Company identification sign - 7"x44".
- ❖ Each company will be provided with an unlimited amount of exhibitor badges. Two (2) exhibitor personnel from each company per Table-Top purchased are entitled to "Exhibitor/Conference" registrations which will entitle those individuals to attend conference General Sessions. All other Exhibitor Badges will permit access to the exhibit hall only. Please refer to the Exhibitor Badge Request Form.
- ❖ Reception in the Exhibit Hall on Tuesday night.
- ❖ EXPOPORTAL – Your company's 50-word descriptive paragraph will be published in the show program and on the AFCEA website. Please refer to the EXPOPORTAL section for information on how to submit your paragraph.
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- ❖ General exhibit hall perimeter security service.

TABLE TOP RESTRICTIONS

Your space is restricted to the top of your six foot (6') table. You may have a four foot (4') high pop-up display if it fits on top of your table. NO FLOOR DISPLAYS ALLOWED! You may not have extra chairs, stools or any other furnishings in front of or behind your table.



SHIPPING & MATERIAL HANDLING

Brede Exposition Services has been designated the official contractor for Material Handling for MILCOM 2004. Order forms are included in the *Service Order Forms* section. No shipments will be accepted prior to time scheduled in the contractor section. Please send your materials to the following address that fills your needs.

ADVANCE WAREHOUSE SHIPPING ADDRESS:

To avoid "AFTER DEADLINE" charges, materials must arrive at the advance warehouse by **October 22, 2004**. Late charges will apply to warehouse shipments arriving after this date.

Exhibiting Company Name
Booth or Table #
Brede Exposition Services
c/o Yellow Freight
20740 Spence Road
Salinas, CA 93908

DIRECT/ON-SITE SHIPMENTS:

Brede Exposition Services will receive shipments at the facility during Move-In hours ONLY! Shipments arriving before that time will be refused by the facility.

Exhibiting Company Name
Booth or Table #
c/o Brede Exposition Services
Portola Plaza Hotel
Two Portola Plaza
Monterey, CA 93940

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CRATE REMOVAL/RETURN & "EMPTY" STORAGE

Brede Exposition Services is the EXCLUSIVE contractor for crates and carton removal and storage. Exhibitors will **NOT** be permitted to store empty crates or boxes in their booth areas during show hours. However, empty crates or boxes, when properly marked and identified by the exhibitor, will be removed, stored and returned to the booth at no additional charge if the exhibitor uses the Official Material Handling Contractor to handle their freight in and out of the show. "**Empty**" stickers are available at the Brede Service Desk in the exhibit hall.