



## MOVE - IN

Sunday, October 22 12:00PM – 6:00PM

Monday, October 23 8:00AM – 5:00PM

**ALL EXHIBITS MUST BE SET BY 5:00PM ON MONDAY, OCTOBER 23, 2006.** 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](mailto:elizabeth.currie@jspargo.com) by 5:00pm (EDT) on Monday, October 16, 2006.

## EXHIBIT HOURS

Tuesday, October 24 7:00AM – 7:45AM Breakfast in Exhibit Hall  
7:45AM – 3:00PM

Wednesday, October 25 9:00AM – 3:00PM

*All exhibits must be staffed during exhibit hours!*

## MOVE - OUT

Wednesday, October 25 3:01PM – 7:00PM

With respect to fellow exhibitors, no display may be dismantled or packed before 3:00PM on Wednesday, October 25, 2006.

All exhibit materials must be packed and crated by 7:00PM on Wednesday, October 25, 2006. Please be sure your designated outbound carrier has checked in with the Brede Service Desk no later than 7:00PM on Wednesday, October 25 to avoid re-routing. Re-routing will begin at 10:00PM Wednesday, October 25, 2006.

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><b>AFCEA INTERNATIONAL HEADQUARTERS</b>            AFCEA            4400 Fair Lakes Court            Fairfax, VA 22033            Attn: Jenny Pereira</p> <p><u>Telephone:</u> 703.631.6170  <u>Fax:</u> 703.631.6405  <u>E-mail:</u> <a href="mailto:jpereira@afcea.org">jpereira@afcea.org</a></p>	<p><b>EXPOSITION MANAGEMENT</b>            J. Spargo &amp; Associates, Inc.            11208 Waples Mill Road, Suite 112            Fairfax, VA 22030            Attn : Beth Currie</p> <p><u>Telephone:</u> 703.631.6200  <u>Fax:</u> 703.654.6931  <u>E-mail:</u> <a href="mailto:elizabeth.currie@jspargo.com">elizabeth.currie@jspargo.com</a></p>
<p><b>AIR FREIGHT</b>            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><b>ELECTRIC</b>            Omni Shoreham Hotel            2500 Calvert Street, NW            Washington, D.C. 20008</p> <p><u>Telephone:</u> 202.230.0700 ext.6151  <u>Fax:</u> 202.756.5150</p>
<p><b>AUDIO VISUAL/INTERNET</b>            PSAV (Presentation Services)            Omni Shoreham Hotel            2500 Calvert Street, NW            Washington, D.C. 20008</p> <p><u>Telephone:</u> 202.797.8317  <u>Fax:</u> 202.797.2840</p>	<p><b>LEAD RETRIEVAL</b>            J. Spargo &amp; Associates, Inc.            11208 Waples Mill Road, Suite 112            Fairfax, VA 22030</p> <p><u>Telephone:</u> 703.631.6200  <u>Fax:</u> 703.818.9177</p>
<p><b>CATERING</b>            Omni Shoreham Hotel            2500 Calvert Street, NW            Washington, D.C. 20008            Attn: Karen Zook</p> <p><u>Telephone:</u> 202.756.5132  <u>Email:</u> <a href="mailto:kzook@omnihotels.com">kzook@omnihotels.com</a></p>	<p><b>OFFICIAL EXPOSITION CONTRACTOR</b>            Brede-Washington Exposition Services            6801 Mid-Cities Avenue            Beltsville, MD 20705-1411</p> <p><u>Telephone:</u> 301.937.8600  <u>Fax:</u> 301.937.6513</p>
<p><b>TELECOMMUNICATIONS</b>            Omni Shoreham Hotel            2500 Calvert Street, NW            Washington, D.C. 20008            Attn: Jim Polombo</p> <p><u>Telephone:</u> 202.756.5176  <u>Fax:</u> 202.756.5100</p>	<p><b>REGISTRATION</b>            J. Spargo &amp; Associates            11208 Waples Mill Road, Suite 112            Fairfax, VA 22030</p> <p><u>Telephone:</u> 703.449.6418  <u>Fax:</u> 703.631.7258</p>



## ITEMS INCLUDED IN SPACE CHARGE

- ❖ Display Space.
- ❖ 8' high draped back wall (French Blue & White) and 36" high draped side rails (French Blue)
- ❖ 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 is entitled to an unlimited amount of exhibitor badges which will give access to the exhibit hall only. Each company will also be entitled to two (2) exhibitor/"Session Only" conference registrations per 10'x10' booth for access to the conference General Sessions. Please refer to the Exhibitor Badge Request Form.
- ❖ Reception at the Marriott in the Exhibit Hall on Monday 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 2006 MILCOM issued Exhibitor Badge.
- ❖ General exhibit hall lighting and heating/air conditioning.
- ❖ General exhibit hall perimeter security service.



## SHIPPING & MATERIAL HANDLING

Brede Exposition Services has been designated the official contractor for Material Handling for MILCOM 2006. 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 13, 2006**. Late charges will apply to warehouse shipments arriving after this date.

Exhibiting Company Name/Booth #  
MILCOM 2006 - **MISSION POSSIBLE**  
Brede Exposition Services  
6801 Mid-Cities Avenue  
Beltsville, MD 20705-1411

**DIRECT/ON-SITE SHIPMENTS:**

Brede Exposition Services will receive shipments at the facility beginning at **12:00PM Sunday, October 22, 2006**. Shipments arriving before that time will be refused by the facility.

Exhibiting Company Name/Booth #  
MILCOM 2006 - **MISSION POSSIBLE**  
c/o Brede Exposition Services  
Omni Shoreham Hotel  
2500 Calvert Street, NW  
Washington, D.C. 20008

## 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.

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