



# EXHIBIT INFORMATION

## EXHIBIT HOURS/ SCHEDULE

This year's conference schedule has been arranged to provide exhibitors quality time with participants with limited interruption by the conference program. Our goal is to maximize your marketing and networking opportunities.

<b>TUESDAY, SEPTEMBER 21</b>	All Day	Freight Move-In Contractor Set-up Hang Banners/Signs Exhibit Entrance Set
	12:30PM-5:00PM 1:00PM-5:00PM	Exhibitor/Sponsor Registration Large/Special Booth Set <i>(Special Pass Required)</i>
<b>WEDNESDAY, SEPTEMBER 22</b>	8:00AM-4:00PM	Exhibitor/Sponsor Registration Exhibitor Booth Set-up
	5:30PM-8:00PM	Exhibit Hall Open
	5:30PM 5:30PM-7:30PM	<i>Ribbon Cutting</i> <i>Welcome Reception</i>
<b>THURSDAY, SEPTEMBER 23</b>	7:30AM-10:30AM	Exhibit Hall Open
	7:30AM-8:30AM	<i>Continental Breakfast</i>
	3:30PM-6:30PM	Exhibit Hall Open
<b>FRIDAY, SEPTEMBER 24</b>	7:30AM-1:30PM	Exhibit Hall Open*
	7:30AM-1:30PM	<b><i>New Markets for Small Business*</i></b>
	7:30AM-8:30AM	<i>Continental Breakfast</i>
	2:00PM-6:00PM	Dismantle

*New Markets for Small Business\** is set for Friday, September 24, 2010. This unique forum offers exhibitors and sponsors the opportunity to interact with an audience even larger than our 1200+ projected conference attendees: the small business community of San Antonio and the surrounding markets. With the assistance of the South-West Texas Border SBDC Network, ASBDC will offer local entrepreneurs access to the trade show floor to visit with exhibitors in person. In addition, an impressive two-track training agenda consisting of topics pertinent to the local economy will be offered: international trade and procurement (to include actual matchmaking with government officials and prime contractors). Small business attendees will consist of SBDC clients and other area small businesses interesting in taking their business operations to the next level. The tentative agenda follows:

7:00AM	Registration Open
7:30AM-1:30PM	Trade Show Open
7:30AM-8:30AM	<i>Continental Breakfast</i>
8:45AM-9:15AM	General Session
9:30AM-12:00PM	Matchmaking Event
9:30AM-10:30AM	Workshops
10:45AM-11:45AM	
12:00PM-1:00PM	



### EXHIBITOR PROSPECTUS

ASBDC 30th Annual Conference  
San Antonio, Texas

## **INSTALLATION AND DISMANTLING**

All exhibit work must be performed within the applicable labor guidelines in effect at the Grand Hyatt San Antonio. Complete information regarding labor regulations will be included in the Exhibitor Service Kit. Exhibitors will have access to the Exhibit Hall starting Wednesday, September 22 from 8:00 am-4:00 pm for set-up. All exhibits must be set up and ready for the Exhibit Hall Opening/Welcome Reception that begins promptly at 5:30 pm on Wednesday, September 22.

Those with large booths requiring additional set-up time should contact ASBDC to make arrangements no later than **August 19, 2009**.

**No display may be dismantled before show closing at 1:30 pm on Friday, September 24.** Exhibitor breakdown time has been scheduled from 2:00 pm-6:00 pm. It is the exhibitor's responsibility to arrange for packing and removal of all exhibit materials prior to leaving the Exhibit Hall. Any exhibitor requiring packing & removal **AFTER** 6:00 pm may incur overtime labor charges.

## **IMPORTANT DATES**

**July 16, 2010** – **DEADLINE FOR EXHIBIT SIGN-UP** to ensure inclusion of company description in on-site program, and appropriate signage at conference will be in place. Completed application and \$3,500 booth fee must be received by ASBDC in order to confirm assigned booth space.

**July 16, 2010** – **EXHIBIT CANCELLATION DEADLINE DATE FOR REFUNDS.** Cancellations are subject to a \$450 handling fee. Cancellation requests must be received in writing by 5:00 pm. No refunds for cancellations after this date.

**August 19, 2010** – **GRAND HYATT RESERVATION CUT-OFF DATE.** ASBDC Housing will open in May, 2010. Reservations may be made on-line at the ASBDC website: [www.asbdc-us.org](http://www.asbdc-us.org). Click on Conference; Scroll to "Housing".

**August 19, 2010** – All Sponsor and Exhibitor personnel registration names **MUST** be to ASBDC.

**August 19, 2010** – Pre-conference registration list sent to all paid 2010 conference exhibitors and sponsors.

# ASBDC 2010 FLOOR PLAN

