

**The Forum on Education Abroad
Exhibitor Information 2009**

Date: Thursday, February 19, 2009 from 7a.m. to 4:30 p.m.

Exhibit fee: \$1,250 which includes a complimentary conference registration
*Please register on-line and we will manually deduct your registration fee on our records.

Submit the following to Forum by **Friday, November 21:**

- 50-word summary of your organization to be included in the conference program
- Black and white logo in EPS or JPEG format (minimum 300 dpi) to be included in conference program
- Indication of the following A/V needs:
 - Electrical and/or wireless internet connection

Exhibitors are provided:

- six-foot table
- two chairs
- electricity
- access to wireless internet

Please note the following:

- Setup will be the evening of Wednesday, February 18, from 5-6:30 p.m.
- Breakdown will be immediately following the exhibit hall hours (which end promptly at 4:30 p.m.). All items must be removed by 5 p.m.
- Wireless internet access will not be available until Thursday morning at 7 a.m. and is limited one per exhibit table.
- You may ship items directly to the hotel; however, any shipping expenses incurred will not be covered by the Forum.
 - See special shipping note from the hotel below
- As a part of the conference's environmental initiative, we ask exhibitors to consider limiting the number of materials they bring and to consider alternative promotional strategies that require fewer resources.

HOTEL SHIPPING INFORMATION:

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage:

Hilton Portland & Executive Tower
921 SW Sixth Avenue
Portland, OR 97204

Attn: (to eliminate confusion please **only** include the name of the person who will be **picking up** the package)

Arrival Date

Include the name of the Conference / Event

Number of packages in that shipment

It is also recommend that you have a packing slip both inside and outside of each package. Guests will be responsible for the packing and return of all packages.

Receiving, handling and shipping charges apply.

- \$2.50 per box per move

- \$20.00 for items over 150 pounds
- \$6.00 if the Concierge is asked to complete packing slips

No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).