

## WHAT DO I NEED TO KNOW?

### WHAT ARE THE EXHIBIT HALL & TENT HOURS?

#### **Exhibit Hall & Exhibitor Tent hours**

(we encourage you to follow the hours, but it is not required)

**Friday, October 18, 12:30 pm - 8 pm**

**Saturday, October 19, 12:30 pm - 10 pm**

\*Saturday night there are many activities (caroline casey & a dance) in the hall until late.

We encourage you to stay at your (indoor) booths between 8pm-10pm with something interactive and fun, and secure all valuables if you leave.

**Sunday, October 20, 12:30 pm - 8 pm**

\*Sunday from 4:30-6 there will be a closing networking session, and we expect a large crowd. Please try to refrain from packing up until after 6pm.

### WHEN IS SET UP & BREAKDOWN?

**Set up: Thursday, October 17, 1-6 pm**

**AND/OR Friday, Oct. 18, 7-9 am**

**Breakdown: Sunday October 20, 8 -11 pm**

## WHAT COMES WITH MY BOOTH?

### **ALL Exhibitor Spaces include...**

- Access to thousands of national movers, shakers, and thought leaders
- Listing in the Bioneers conference program. This program reaches over 3000 people.
- Active Link & listing on the Bioneers web site reaching over 300,000 people annually.
- Two theater-access conference passes for premium, plaza and standard booths.
- An 10' x 10' booth space
- An 8-foot table, two chairs and 110-volt electrical outlet
- Free wireless internet
- Indoor Booths also come with:
- Turquoise 8' high back curtain and 3' high pipe and draping on sides.

### **Please note:**

- We do not provide tablecloths, so please order one with Ginger or Rachel before 9/15, or plan to bring your own.
- We cannot enlarge the booth sizes, nor can we allow displays to spill into the aisles. So, please check your space requirements carefully.
- Banners may be hung from your tables and the booth pipe and drape, but you may not hang anything on the walls of the exhibit hall.
- Printed materials may be distributed from your booth only.

## CONFERENCE PASS

Your booth fee includes two conference passes that allow you and your staff to attend any of the conference events. Many exhibitors bring more than two people to staff their booth, and this is fine! You are free to share the two passes among your staff and have as many persons staffing your booth throughout the weekend as you require.

These valuable conference passes provide you access to all plenary speeches, any of the workshops, and all film screenings.

## BOOTH ASSIGNMENTS

Every effort has been made to accommodate special requests concerning your booth location. We do, however, also retain the right to shift booth locations if special needs arise. No special consideration will be given to booths not paid in full at the time of registration. Booth assignments will not be announced until finalized.

## IS THERE AN INTERNET CONNECTION?

Yes, there is free wireless internet throughout the exhibit hall, exhibitor tent, and conference grounds. Due to the high volume of attendees accessing the internet, it can be spotty at times.

## EXCLUSIVITY

Bioneers will not guarantee exclusivity of product line or specific brands to any exhibitor, yet we make an effort to avoid duplicate products. We take applications on a first-come (first paid), first-served basis.

## HOW MANY PEOPLE CAN STAFF MY BOOTH?

As many people as you'd like! All Bioneers' attendees wear conference passes. However, your staff do not need a conference pass to be on the conference grounds or in any of our exhibiting areas.

## MEALS

Lunch and dinner will be available from a la carte vendors on site. You may also bring your own lunch. I recommend staying at your booth during the assigned lunch period, as this is one of the busiest times for exhibitor shopping. Additionally, there are a variety of restaurants in downtown San Rafael.

## IMPORTANT INFORMATION TO KNOW

### TRAVEL & LODGING

For up-to-date information visit: [www.bioneers.org/conference](http://www.bioneers.org/conference) or contact [info@bioneers.org](mailto:info@bioneers.org)

### WHAT IS THE CANCELLATION & REFUND POLICY?

We cannot offer refunds for cancellations received after August 1, 2013.

### REFUSAL

We reserve the right to refuse a booth for the sale of any products we feel are not aligned with the conference.

Inappropriate products can be removed from the exhibit hall or exhibit tent at our discretion.

## RESTRICTED PRODUCTS

- Books (\*\*Non-profits can sell their own books\*\* the below applies only to for profit entities)  
Each year, Bioneers contracts with an independent bookseller to set up an on-site bookstore. This bookseller reserves the rights to all book sales at the conference. If books are a part of the product line you plan to display, you may list the titles at your booth, but arrangements must be made with REAL Books in advance of the conference to have your titles available for sale on-site. Please contact Angie Cozad by e-mail: [bookgal72@hotmail.com](mailto:bookgal72@hotmail.com) or call REAL Books at 707.631.4508.
- Food: Vending for on-site consumption is the sole right of the Marin County Caterer, but packaged teas and other foodstuffs may be sold. If you are interested in vending a food product through the caterer, please contact [gwilliams@bioneers.org](mailto:gwilliams@bioneers.org) by August 1.
- Sampling: All food and beverage sampling must be approved by Bioneers and Marin County Environmental Health Services. If your exhibit display includes sampling, you will need to download an application for a temporary permit at [www.bioneers.org/conference/exhibitors](http://www.bioneers.org/conference/exhibitors) or Questions? Call EHS at 415.499.6907. This incurs an extra fee, and can be as much as \$350.

**Sampling Food  
or Beverages?**



**Download your  
Marin County  
Temporary Food Facility Permit**

## ADDITIONAL SERVICES AVAILABLE

- Order an additional table for \$25 before 9/15 with Ginger or Rachel. Please indicate if you require a 6-foot table or, if you have a corner booth, an 8-foot table
- Black tablecloths for \$25 each. Please note that any unreturned tablecloths will be charged to your account for a fee of \$100
- Temporarily installed phone line for credit card machine for \$125
- Can't make it, but want a pamphlet displayed? A materials only service can be purchased for \$85. This fee includes one box of pre-approved materials to be displayed on our information tables at the conference.

## PRE-SHIP MATERIALS

NOTE: There is a \$25 fee for this service

**Please ship all boxes to:**

Embassy Suites,

Attn: Bioneers Exhibit Hall – Ginger Williams

101 McInnis Parkway, San Rafael, CA 94903

415.499.9222

**Please mark your company name on the box so we can deliver it to your booth!  
I receive MANY shipments!**

Boxes should arrive no earlier than October 14 & no later than October 16

IMPORTANT: Bioneers is not responsible for lost or returned shipments. Boxes that arrive before October 10 will be returned to the sender. You will be charged this amount if we are unable to send your box back.



# 2013 Exhibitor Map

Legend for exhibitor booth types:

- Premium
- \$1400 Plaza
- \$1300 Standard

