

Exhibitor Guide

The U.S. Advanced Ceramics Association (USACA) and ARCTOS thanks you for exhibiting at the 46th Annual Conference on Composites, Materials, and Structures. The Expo is one of the more popular aspects of the Conference and your participation will help make the conference a success.

ITAR Restricted Expo will be held at the World Golf Village Renaissance St. Augustine Resort on Monday, January 23 and Tuesday, January 24, 2023. **Export Controlled Material will be allowed.** Exhibitors must meet ITAR Certification requirements to exhibit at the conference, please see the Registration Information for details on ITAR Certification.

Please be aware of the following exhibitor guidelines for before and during the Expo/conference:

Exhibitor Guidance in Advance of the Conference:

- **In addition to signing up for your booth, anyone working the booth must register for the conference in order to get a badge.** Conference badges are required to access the Exhibit Hall.
- Design your exhibit according to the following parameters. Please notify ARCTOS about any special requirements associated with your display.
 - Booths size = 10 feet x 10 feet
 - Full height black fabric back and side walls provided by ARCTOS
 - 8' topped and skirted table provided by ARCTOS
 - 2 Black Folding Chairs provided by ARCTOS
 - ID sign to be provided by ARCTOS (company's name - one line)
 - Waste basket provided by ARCTOS
 - Please note: the exhibit hall area is carpeted
 - If you have electrical needs, that will need to be coordinated by the exhibitors with the hotel audio/visual provider, contact information below:

Tobias Balda
Director of Event Technology
Renaissance World Golf Village
M +1-305-968-4980
tobias.balda@encoreglobal.com

- Exhibitors are responsible for shipping arrangements to and from the conference. Shipments will be accepted one (1) week prior to Expo and may be sent directly to World Golf Village Renaissance St. Augustine. Please note that the receiving property does NOT have a loading dock. Therefore, shipments must be able to be off loaded without a forklift, or the delivery driver vehicle needs to have a lift gate. Please be sure to have shipments called into the shipping carrier and be sure to make arrangements in advance for return shipping (e.g., bring return shipping labels). Please address packages as follows:

Renaissance World Golf Village Renaissance
Attn: Arctos Technology / Amanda Boutwell
500 South Legacy Trail
St. Augustine, FL 32092

- Retain delivery confirmation records and bring them with you to the Conference in case we need to locate your packages when you arrive.
- Be sure to bring packaging materials with you or include them in your shipment (e.g., tape, zip ties, extra locks). ARCTOS has some supplies available on site, but best to bring your own to ensure you have what you need.

Exhibitor Guidance During the Conference:

- Check in with ARCTOS at the registration desk upon arrival to verify your exhibit packages have been received.
- Exhibitor Setup will be Monday, January 23, 2023 - 12:00pm-1:30pm St. Augustine B-C. The Exhibit Hall will be locked and/or staffed for ITAR control from setup until tear down.
- Exhibit Hall hours are as follows:

Monday, January 23, 2023 - 3:00pm-3:20pm - Afternoon Break
Monday, January 23, 2023 - 5:00pm-7:00pm - Evening Reception
Tuesday, January 24, 2023 - 7:30am-8:30am - Continental Breakfast
Tuesday, January 24, 2023 - 10:00am-10:20am - Morning Break
Tuesday, January 24, 2023 - 3:00pm-3:20pm - Afternoon Break
Tuesday, January 24, 2023 - 5:00pm-7:00pm Evening Reception

- No photography is permitted in the Exhibit Hall. Cameras and cell phones will be confiscated by security if used to photograph an exhibit. Please notify ARCTOS immediately if you see any photography or suspicious activity around your booth.
- Breakdown: Tuesday, January 24, 2023 7:00pm - 8:30pm - Breakdown does not begin until 7:00pm. ARCTOS will transport packages back to the hotel storeroom for return shipping. Please make sure your return shipping labels are on the packages before they are removed from the Exhibit Hall.

If you have questions about exhibiting at the conference, contact Elise Rountree at elise.rountree@arctos-us.com.