

HIGH-TECH EXHIBITOR FACT SHEET

REGISTRATION FEE/HOTEL RESERVATIONS/RATES

The cost is \$140 per attendee. The registration deadline is Friday, February 11th. On-line registration is available at:

<http://acquisition.jpl.nasa.gov/boo/2011HT/index.asp>

We strongly encourage you to preregister for this event. Cash will not be accepted on-site. Purchase orders are not accepted as a form of payment.

The Westin LAX Hotel is located at 5400 West Century Boulevard, Los Angeles, California 90045.

Registrants are responsible for making their own hotel arrangements. For reservations at the Westin, call (310) 216-5858 and mention that you are registering for the "JPL High-Tech Conference." Guests can book reservations on-line at:

<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=1010137596&key=5CC24>

Room rates are \$123 single/double occupancy. Please make your reservation(s) by Monday, February 7th.

TRANSPORTATION

Complimentary transportation to/from the Los Angeles International Airport is available 24-hours. Courtesy phones are available at each Baggage Claim area to request transportation.

HOTEL PARKING

Parking fees at the Westin are \$14 for self-parking and \$28 for valet. In-and-out privileges are for overnight guests only.

CANCELLATION POLICY

PLEASE NOTE: REFUNDS WILL NOT BE ISSUED. NO EXCEPTIONS. However, if you cannot attend, please notify our office of any substitution(s).

EXHIBIT BOOTH

- Each exhibitor will be provided a 6*6ft table top exhibit. (Please see "Marketplace Schedule" for booth set-up and breakdown times.)
- Each exhibitor will be provided signage
- Electricity will be available to exhibitors at an additional cost. The hotel will provide **Basic Power to Booth or Table (max 20amps)** at a rate of **\$45.00 per day**. (Includes: electricity, power strip and/or extension cord.)
- Booth assignments will be included with registration packets

EXHIBIT MATERIALS SHIPPING

To ensure prompt delivery of packages, boxes, etc., items should be sent to the Westin five (5) days prior to March February 28th to the following address:

Your Company Name and On-Site Contact

C/O The Westin Los Angeles Airport

5400 W. Century Blvd.

Los Angeles, CA 90045

NASA/JPL High-Tech Conference 2011 meeting on March 1st and 2nd.

Box(es) _____ of _____ (Multiple boxes must be numbered)

Attn: Eddie Gomez

All exhibitors are responsible for packaging and labeling outgoing materials, including shipping and handling after the event has concluded. Please be sure to request a tracking number from your shipping company for your packages. Please contact the on-site Banquet Captain for additional assistance. Package costs will be charged to each registered hotel guest as follows:

	<u>Handling Fees</u>
Package/Box	\$5 (0-5 lbs.)/ \$10 (6-20 lbs.) / \$15 (21-50 lbs). / \$25 (over 50 lbs)
Pallet	\$75
Crates	Dependant upon size and weight

A surcharge of \$25 per day will be applied to packages being stored for more than 3 days prior to scheduled event.

Outbound Package Handling fees are \$5.00 per box. JPL is not responsible for any exhibit items.

MARKETPLACE SCHEDULE

Monday, February 28, 2011

3-5 p.m. – Exhibit Set-Up

5-6 p.m. – Early Registration

Tuesday, March 11, 2011

7-9 a.m. – Registration

9-11:45 a.m. – Marketplace

12-1:30 p.m. – Lunch

1:30-4:30 p.m. – Marketplace

Wednesday, March 2, 2011

7-9 a.m. - Registration

9-11:45 a.m. – Marketplace

12-1:30 p.m. – Lunch

1:30-3:00 p.m. – Marketplace

3:00 p.m. –Exhibit breakdown

SUGGESTED EXHIBIT HANDOUTS

- Listing of current and future subcontracting opportunities
- Contact information for key procurement and technical personnel
- Brochures or handouts that provide a brief overview of your organizations procurement process
- Promotional items