

## CHI 2013 Exhibitor Help Sheet

Please read this entire information sheet, paying special attention to items 3 and 4, (new paperwork due and updated exhibit hall hours), as they have recently changed. Thank you.

### 1. **RECRUITING?**

Please confirm if you are recruiting and we will list your organization as a recruiter on our web site in addition to your exhibitor listing. If you like, we can link your recruiter listing on the web to a specific page of yours that showcases job opportunities with your organization or is a portal for submitting resumes.

If you rented a recruiting board (or received a complimentary one as a sponsor) to post information about available positions within your organization, please plan your display to fit the board space. Double boards (full size) are 1 meter tall by 2 meters wide. Single boards (half size) are 1 meter tall by 1 meters wide. When planning the materials that you would like to post on the board, please consider that there is a metal edge to the board that makes the dimensions about a ¼ inch less on all sides. You may set up your board any time prior to Monday night.

### 2. **EXHIBITOR KIT AND ORDERING POWER AND INTERNET ACCESS**

The Exhibitor Services Center at the Palais des Congress can help you with ordering any additional items you may need for your booth. If you wish to set up an account with the Palais des Congres to order any additional furniture or services for your booth please see the **CHI 2013 Exhibitor Ordering Account Set Up Instruction**. Even though the Palais exhibitor services website can be viewed in English, when you set up your account, you will receive an email in French asking you to click on a link to authenticate the system. Please do this so you can move on to the ordering phase. Power, dedicated Internet access or wireless access for your booth can be ordered directly using the online Exhibitor Kit.

If you have questions about the kit or ordering, contact our representative at the Palais:

Olivier Teillet

Service Exposants / Exhibitors Department

Email [Olivier.TEILLET@viparis.com](mailto:Olivier.TEILLET@viparis.com)

Tél. +33 (0)1 40 68 16 16 Fax +33 (0)1 40 68 15 26

If you want to build your own stand and you DO NOT need the walls or table and chairs that are provided in the basic stand package, please let the Palais and me know so that nothing will be placed in your space. Please also let me know who will be building your stand and when.

### 3. **REQUIRED PAPERWORK**

This year, all exhibitors are required to provide proof of insurance and a signed copy of the exhibiting terms and conditions. If you have not yet done this, please contact Jill Skuba (our registration coordinator) at [jskuba@executiveevents.com](mailto:jskuba@executiveevents.com)

### 4. **COMPLIMENTARY REGISTRATION – 1 FULL PASS PER PAID BOOTH**

You will receive a specific code or link and instructions to be used to register your designated person for any complimentary conference registration(s). You will receive a reminder email, as well, if needed. The fees for the conference will be zero, but registrants may add courses if the courses are not full. The cost of the courses is included in the conference registration, but course registrants will need to pay a small course materials fee.

## **5. REGISTRATION – EXHIBITS ONLY BADGES AND RIBBONS**

We also need the first and last names of people who will only be in the exhibit area to staff your booth. (These are people who are not attending technical sessions.) We issue 2 “exhibits only” badges per booth (including comp booths for sponsors). If you did not already enter these names during your initial registration process, you may enter them on line by updating your registration record or contact Jill Skuba, our registration coordinator ([jskuba@executiveevents.com](mailto:jskuba@executiveevents.com)).

People needing access to the exhibit hall during off hours (during set up or dismantling, etc.) need an “exhibitor” ribbon for their badges. Your booth pass people will automatically receive one with their badges. Please make sure these ribbons are worn or security will not allow access to the hall. If you also have full-time conference attendees who will be helping in your booth, please see registration or me about getting additional ribbons.

## **6. CHANGES TO EXHIBIT HALL HOURS**

Please note that there have been some changes to the exhibit hall hours, and I have noted the correct hours here.

### **Monday Set Up and Reception**

*Set Up* 9:00 to 16:30 (ends at 4:30 pm)

*Management walk-through* 16:30 (4:30 pm)

*Grand Opening of Exhibits/Conference Reception* 17:30 – 19:30 (ends at 7:30 pm)

(You will have a little time to help yourself to something to eat and drink from a designated table before we let people in if you are ready before the management walk-through)

**Make sure you arrange with our shipper ahead of time to store your empty packaging during the conference, even if you did not use our shipper to send your materials.**

### **Tuesday**

*Hours* 10:00 to 16:30 (ends at 4:30 pm for off site hospitality events)

### **Wednesday**

*Hours* 10:00 to 18:00 for exhibitors who are not recruiting

*Job Fair* 17:30 to 19:30 (5:30 – 7:30 pm) for recruiters

### **Thursday Closing and Dismantling**

*Hours* 9:00 to 13:30 (ends at 1:30 pm)

*Dismantling* 16:30 (4:30 pm)

**NOTE: We may not be able to move large items out of the exhibit hall until after 16:00 due to safety regulations at the Palais, but we expect that we will be able to pack cartons. I will update this information later.**

**Make sure you arrange with our shipper ahead of time to deliver your empty packaging back to your booth, even if you did not use our shipper to send our materials.**

### **Standard Break Times (often highest traffic)**

You must have your booth staffed at all time, but you may want to be especially prepared during the break times and the conference reception.

*Morning Break* 10:20 to 11:00 (Tuesday, Wednesday, Thursday)

*Afternoon Break* 15:20 to 16:00 (Tuesday, Wednesday)

*Lunch Break* Noon to 14:00 (Tuesday, Wednesday, Thursday)

## 7. CONFERENCE PROGRAM ADS

Conference ads can be purchased through me. Ads usually have a longer life than a bag insert. The ad is a black and white advertisement about your organization. Advertisements must be pre-approved, and the ad specifications are:

- **Black and white**
- **Live print area:** ad should fit in the print area of an A4 sheet with a 2.5 cm margin all around
- File types: 300 dpi jpeg or print-ready PDF formats
- **Delivery date: 10 April 2013 or sooner** via email to me

a. Fees are:

- No charge for Hero sponsors, \$500 per single-sided page for Champion Sponsors
- \$1500 per single-sided page for Contributing Sponsors or Exhibitors

## 8. REGISTRATION BAG INSERTS

Registration bag insert may also be purchased through me. This is an advertising insert about your organization that is placed in the registration bags. Only a limited number of pieces are accepted and this opportunity is available on a “first come, first served” basis.

a. **Inserts must be pre-approved** by the conference before they will be included. The insert specifications are:

- **Size: A4 (or equivalent 8.5 by 11 inches) single sheet or single-unit item (promotional items are also welcome)**
- Sheet may be color and may be printed on both sides
- **Delivery date: 12 April 2013 (latest) to the advance warehouse in France** following the freight instructions in the *Updated CHI 2013 Shipping Info PDF*. **(Please confirm with GALAX/ALPI that your insert is coming and let me know.** Later, please confirm that your insert has arrived at the advance warehouse.) The Palais des Congres does not have a service desk to accept on-site deliveries, **so please ship in advance.**

b. Fees are:

- \$500 per page for Hero or Champion Sponsors
- \$1500 per page for Contributing Sponsors or Exhibitors

## 9. CONTACT PERSON PRIOR TO THE CONFERENCE

Please **let me know if there has been any change to the person handling your booth** so we can be sure the right person is getting information. Specifically, I need a name, email address and telephone.

## 10. CONTACT PERSON ON SITE IN PARIS

Please also **provide me with an on-site contact** for the time we are at the conference. I would like to have the arrival date, hotel name and address, and a telephone number for this person that I may use in case I need to contact your on-site representative while we are in Paris.

## 11. STAND/BOOTH NUMBERS AND DESCRIPTIONS

The booth numbers are listed along with your exhibitor descriptions on the CHI 2013 web site at <http://chi2013.acm.org/exhibiting/list-of-exhibitors/> (Select “exhibiting,” then select “list of exhibitors”). **Please check to see that your organization name and description are correctly displayed there.**

## 12. DISPLAYING THE CHI 2013 LOGO (AND LINK)

There have also been several requests about displaying the CHI logo on home pages to announce participation in the exhibit show. If you would like to do this, you may, providing you comply with the following guidelines for use of the logo:

Our exhibitors may use the CHI 2013 conference logo in advance of the conference in order to publicize their presence or the presence of their products at the upcoming conference, for example, "Come see this product at CHI 2013." Institutions and companies are allowed to use the conference logo in order to publicize the presence of work they have done in an upcoming annual conference, e.g., "This project will be shown at CHI 2013."

Assuming that your use complies with the criteria cited above, you may use our logo for the purpose described.

Any other use of the CHI 2013 logo is prohibited without the prior written permission of the ACM/SIGCHI Program Director or the CHI 2013 Conference Chair.

### *Notes on Staging our Logo:*

When staging the CHI 2013 logo on your site please make sure that it is staged on a appropriate background and that it is not crowded by other page elements. There should be a "quiet zone" with no other visible elements equal to the width or height around the logo when it is staged on your site. The link for this image should always be <http://chi2013.acm.org/>

## 13. GETTING HELP ON SITE

I will be available on site to help you. I am arriving on Thursday, **the 25<sup>th</sup> of April** and I will be staying in Paris through the conference. You may leave messages for me at the conference office if needed. You may also reach me by texting my cell phone for the duration of the conference (+1 650.766.6934). The Palais will have a service desk set up in the exhibit hall to answer your questions as you are moving in and out. Please do not hesitate to contact me if you need help or just have a question. We want this to be the best exhibiting experience you have ever had ☺

We are very grateful for your patronage, and we look forward to a very successful exhibit program at CHI 2013.

We look forward to having you join us on site.

Kindest regards,  
Carol Klyver

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