

WASHTO 2011 Annual Conference
July 17 – 20, 2011 – Oklahoma City, Oklahoma
Hosted by the Oklahoma Department of Transportation

OFFICIAL EXHIBITOR INFORMATION KIT

Your Exhibit Location Details:

Booth Size: 6' x8'

Ceiling Height: Hilton Honors Lounge, 9'; Centennial Ballroom, 11', Pre-function Area Foyer, 14'

Back Wall Drape: Black

Side Wall Drape: Black

Table Cover: Burgundy

See Exhibit Floor Diagram and Exhibitor List Attached (3 Pages)

See The Skirvin's Facility Diagram Indicated Exhibit Floor Location within Hotel.

Included with your booth:

1 – 6' Table (pipe and draped)

2 – Chairs

1 – Wastebasket

1 – Vendor Identification Sign

Wastebaskets or trash receptacles will be available throughout the exhibitor floor.

Standard Electrical Connections:

Less than 20 amp 1ph/115v circ.* will be free of charge.

*Laptop plug in or small lighting display, 250 Watt or Less.

20 amp 1ph/115v circ. will cost \$65.00 through The Skirvin Hilton.

Please find attached The Skirvin Hilton's "Electrical Order Form". **This form has to be completed by each Exhibitor and returned to Stephanie Richardson by June 27, 2011** to be able to provide to The Skirvin Hilton two weeks prior to the conference.

You need to bring your own extension cord(s) and multiple outlet power strip(s).

Advance shipments of materials may begin arriving at The Skirvin Hilton on:

June 27, 2011

Please Ship your packages to the following:

ATTN: Ashley Farrow, Convention Services Manager

Hold for WASHTO 2011 Conference

The Skirvin Hilton

One Park Avenue

Oklahoma City, OK 73102

Phone: 405/702-8442

Fax: 405/272-5160

Email: ashleyfarrow@skirvinhilton.com

Fee's for shipping through The Skirvin Hilton:

\$5 / Box up to 40 Lbs.

\$10 / Box over 40 Lbs.

\$100 / Pallet

If you bring your own AV/Production/Décor Company, please provide the load-in/load-out schedule through Ashley by June 27, 2011.

The Hotel will make every effort to have shipped materials delivered to the exhibit area prior to set up time.

At the end of the conference, please have your shipments re-packed with a shipping label or bill of lading attached. Packed and labeled boxes or pallets may be left at the exhibit booth and the Hotel will deliver to shipping and receiving. The Hotel does have scheduled pick up times with UPS and FedEx; but, it is preferred that your shipment is called in for pick up.

Shipping Labels and Packing Supplies will be provided.

WASHTO Exhibitor Move-In Schedule:

Sunday, July 17, 2011: 9:00 AM – 4:00 PM

Monday, July 18, 2011: 6:00 AM – 7:00 AM

Helpful Move-In Hint(s):

Keep the phone number of your carrier and copy of your paperwork with you.

This includes a weekend number where they can be reached.

Assemble a small trade show survival kit to include in your shipment or carry with you which includes: small tool kit, stapler with staples, scissors, packing tape, pens & markers for labels, your electrical supplies (extension cord(s), power strip(s), etc.).

The Skirvin Hilton is a Non-Union Facility:

The Skirvin Hilton is a non-union facility. As a result, you are free to set-up and take-down your exhibit booth property during established Move-In and Move-Out times. Union labor is not required and there will be no charges assessed.

Storing of Empty Crates or Carriers:

There will be limited storage in the exhibit floor vicinity. However, exhibitors will be responsible for the storage of their containers within or behind their exhibit booth location or if they choose, in their sleeping room at The Skirvin Hilton. However, please make sure your materials are clearly marked with the name of the individual at your booth location, company name, and exhibit booth number.

WASHTO Exhibitor Move-Out Schedule:

Wednesday, July 20, 2011, 3:00 PM until 5:00 PM. Exhibitors are responsible for making arrangements with their chosen carrier for pick up at The Skirvin Hilton. All exhibitor materials must be removed by 5:00 PM.

Move-out will begin at 3:00 PM, no earlier.

Shipping Companies near The Skirvin Hotel:

FedEx 405/232-8828
101 North Robinson Avenue
Oklahoma City, OK

The UPS Store #4698 405/488-0794
4 NE 10th St
Oklahoma City, OK 73104-1402

Audio/Visual Equipment Rentals:

PSAV 405/290-7004
Phil Rapp, Director of Event Technology
prapp@psav.com

Cory's Audio-Visual Services, Inc. 405/682-8800
2014 S. Nicklas Ave.
Oklahoma City, OK

Ford Audio-Video Systems, Inc. 405/946-9966
4800 W. Interstate 40
Oklahoma City, OK

Exhibitors will be solely responsible for making arrangements with the provider for delivery, pick up if needed, and payment for services.

Floral and Plant Needs:

Calverts 405/848-6642

Exhibitors will be solely responsible for making arrangements with the provider for delivery, pick up if needed, and payment for services.

Event Decorators:

Bill Veazey’s Party Store 405/236-4567

Event1 888/712-8922

Eventures 405/755-3333 carolyn@eventures\inc.com

Marianne’s Rentals for Special Events 405/751-3100

Conventions and More 405/949-0641

Exhibitors will be solely responsible for making arrangements with the provider for delivery, pick up if needed, and payment for services.

Local Shops and Stores for Supplies or Last Minute Items you might require:

Penn Square Mall 405/842-4424
1901 NE Expressway 405/842-4425
OKC, OK

WASHTO Registration and Conference Badge Pickup Open Times:

Sunday, July 17, 2011 12:00 PM – 7:00 PM
Monday, July 18, 2011 7:00 AM – 5:00 PM
Tuesday, July 19, 2011 7:00 AM – 5:00 PM
Wednesday, July 20, 2011 7:00 AM – 5:00 PM

WASHTO 2011 Registration will take place near the staircase by the Motor Court (see diagram attached).

Safety Guidelines for Move-In and Move-Out:

- Only authorized personnel and employees allowed; all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear from any and all debris.
- Use good housekeeping.
- Check electrical cords for damage.
- Protect valuables at event site at all times.
- If you notice anything unsafe, please contact a WASHTO representative immediately.

Security – The Skirvin Hilton:

The rooms will be locked and secured at the close of each day. No hotel staff, exhibitor, or WASHTO Committee member will be allowed into the exhibit hall after that time. Respecting everyone’s involvement in WASHTO, please have your staff secure all valuable belongings and exit the facility promptly at the close of the exhibit area each day. The Skirvin Hilton and WASHTO are not responsible for any lost or stolen items from your firm. Pre-function Foyer area will have on-sight security during evening hours.

The Skirvin Hilton Catering Policy – Exhibitor Food & Beverage:

The WASHTO Annual Conference will be serving breakfast, lunches, and breaks throughout the conference. However, the following information is provided to all exhibitors regarding the giving away of food items or beverages within your booth location. All food items must be supplied and prepared by The Skirvin Hilton. No food or beverage of any kind will be permitted to be brought into the exhibit hall without prior written consent of the hotel. Please contact:

Ashley Farrow, Convention Services Manager

Phone: 405/702-8442

Fax: 405/272-5160

Email: ashleyfarrow@skirvinhilton.com

Installation and Dismantle Services of Exhibit Location:

The WASHTO Annual Conference and The Skirvin Hilton will not have these services available. As a result, companies are required to have their own personnel install and dismantle their booth locations according to the established guidelines. If these services are required, your company must make these arrangements independently.

Official Tradeshow Exhibit Hall Hours:

Monday, July 18, 2011, 7:30 AM – 3:00 PM
Additional Exhibitor Setup time, 6:00 AM – 7:00 AM.

Tuesday, July 19, 2011, 7:30 AM – 3:00 PM
Afternoon set aside for WASHTO Technical Tours.

Wednesday, July 20, 2011, 7:30 AM – 3:00 PM
Move-out will begin at 3:00 PM.

For additional questions, please contact:

Stephanie Richardson

2011 WASHTO Sponsorship and Exhibitors Chair

Work: 405/521-3012 or 405/521-2557

Cell: 405/637-6763

Fax: 405/522-6598

Email: srichardson@odot.org