

# NACE EASTERN AREA CONFERENCE

Welcome to Eastern Area Conference (EAC) being held October 4-6 at the Hilton Garden Inn Pittsburgh/Southpointe in Canonsburg, PA.

This document is meant as an exhibitor planning tool for the event. If you have any additional questions or concerns regarding exhibits, please contact David Briley ([david.briley@nace.org](mailto:david.briley@nace.org)).

Additional information can be found on the **EAC 21 Website**:

<http://eac.nace.org/>



**\*\*Please read Table Top Rules and Regulations on page 4\*\***

## CONFERENCE LOCATION

### *Hilton Garden Inn Pittsburgh/Southpointe*

1000 Corporate Dr.  
Canonsburg, PA 15317  
Phone: 724-743-5000

## EXHIBIT HOURS & EVENTS

### **Monday, October 4th**

Exhibitor Set-Up 2:00pm – 5:00pm

### **Tuesday, October 5th**

Exhibits Open 8:00am – 6:00pm

### **Wednesday, October 6th**

Exhibits Open 8:00am – 12:00pm

Exhibitor Tear Down 12:00pm – 2:00pm

## EXHIBITOR INFORMATION

Tabletop Spaces (6') - \$475 USD\*

Additional booth attendant\* may register for the full conference registration fee of \$200 USD\*\*.

*\*Please note that there is an additional charge for electrical.*

**\*\*Please note: Every booth attendee must register. Company representatives will not be permitted in the exhibits area unless registered**

### Electricity:

Electrical is available through DOBIL Labs. Please see the form on page 3. To order Electrical, please email filled out form to Adam Butler.

Adam Butler | *Director of Event Technology*

Direct Dial: 412-736-1701

E-mail: [abutler@dobil.com](mailto:abutler@dobil.com)

**Material Handling and Shipping:** Shipments will be accepted no more than 3 days prior to the conference. The hotel will charge a fee of \$50, if more than 5 items are stored/received for that particular exhibitor.

### Shipping Address:

*Hilton Garden Inn Pittsburgh/Southpointe*

1000 Corporate Dr.

*Canonsburg, PA 15317*

*Event Planner: Robin McDougal*

Hold for: "NACE 2021 Eastern Area Conference"

Show dates: 10/4–6/21

Guest name: \_\_\_\_\_

Guest arrival date: \_\_\_\_\_

Guest cell number: \_\_\_\_\_

Exhibitor company name: \_\_\_\_\_

Booth number: \_\_\_\_\_

Box(es): \_\_\_\_\_ of \_\_\_\_\_ (for multiple boxes)

**Please note: The hotel does not have a loading dock and pallets will not be accepted. Hotel will ship back out as long as pickup is scheduled and label attached to the boxes.**

# Vendor/Exhibitor Order Form

Email completed form to  
abutler@dobil.com

Dobil Labs  
1661 E Sutter Rd  
Glenshaw PA 15116  
412-782-3399



## Information

Company Name

Contact Name

Telephone

Email

Delivery Date/Time

Pickup Date/Time

Table/Booth #

Equipment	Rate	Quantity	Days	Total
AC Power Package	\$20			\$ -
				\$ -
				\$ -
				\$ -
				\$ -

## Credit Card Information

Card Type

Card Holder Name

Card Number

Expiration Date

Billing Address

CVS#

Signature

## Terms

All Cancellations within 72 hours of event will be charged a full day rate. ☒

Tax exempt information must be provided with this form to receive benefit.

## TABLETOP DISPLAY RULES AND REGULATIONS



### RULES AND REGULATIONS

- It is the responsibility of the exhibiting company to comply with AMPP rules and regulations
- Non-compliance may require modifications at the exhibitor's expense
- AMPP reserves the right to pursue any action it deems necessary in the best interest of the exhibition and in fairness to all exhibitors
- Displays and/or Pop-ups are not allowed unless they can fit securely on the tabletop and the combined height of table and pop up/display is less than 8' high
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service

Exhibitors may be asked to remove any display items not in compliance with these guidelines.

**Intent:** Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

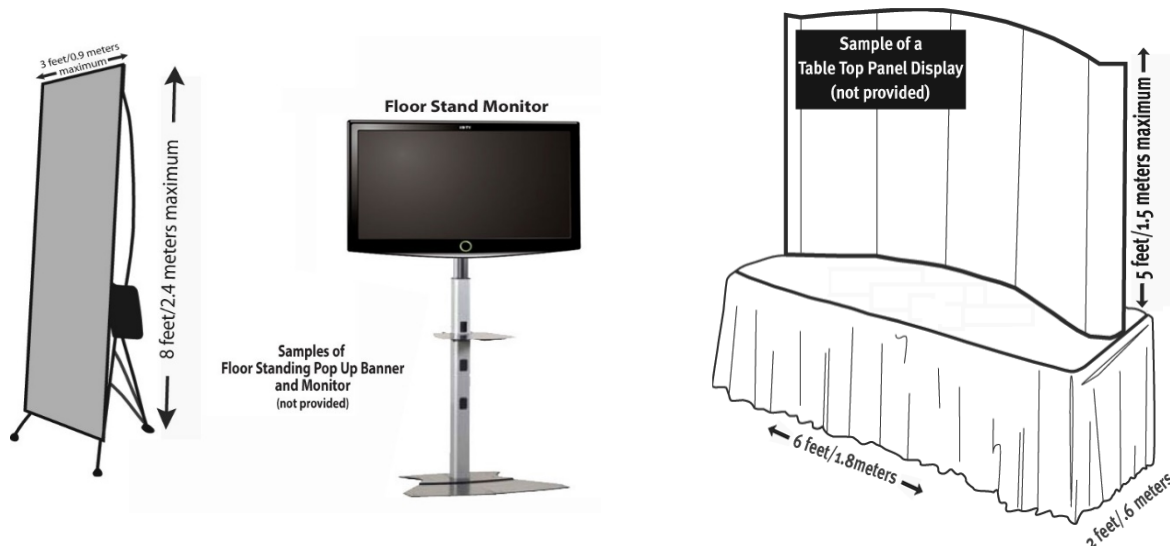
### TABLETOP DISPLAY REGULATIONS

Limit of one table per contracted tabletop space, 6ft x 2ft (1.8m x .6m)

- Display space may not exceed 6 ft (1.8m) width limit
- Display materials are not allowed to be hung on back wall
- Floor standing back walls are not allowed

#### Included in tabletop booth space:

- One 6ft x 2ft (1.8m x .6m) skirted display table, 2 chairs
- Company identification sign



## TABLETOP DISPLAY RULES AND REGULATIONS



Each contracted tabletop space is limited to (not provided):

**ONE** table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

**OR**

**UP TO TWO TOTAL** of the following display combinations:

- Pop-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m) high]
- Easel positioned behind the table
- Table top or floor standing monitor
- Literature stand
- Bag stand

AMPP reserves the right to remove any display that does not conform to tabletop display regulations.

**Questions?** Contact AMPP at [david.briley@ampp.org](mailto:david.briley@ampp.org) or Tel: +1 281-228-6481