



SETA CONFERENCE - EXHIBITOR SPEC SHEET

Chattanooga Marriott at Convention Center

March 14-17, 2010

IMPORTANT DETAILS: PLEASE READ CAREFULLY.

Exhibitor Fee Includes:

Skirted Table with One Chair - Trash Can - One Electrical Line

Electrical Connection:

- Exhibitor's Fee provides exhibitor access to one electrical line. The exhibitor should communicate this need on their exhibitor application form.

Internet Connection:

- Internet connectivity will cost the exhibitor \$175.00 for a wired connection one time charge. Otherwise a wireless connection will cost \$75.00 one time charge. This is a special price offered for SETA conference.

Other Equipment Needs:

- Exhibitor is responsible for requesting and paying for any other equipment needs. The exhibitor should contact the hotel directly to arrange for any other equipment needs at Chattanooga Marriott at the Convention Center. Jeannine Hookey, direct phone 423-756-0001 or fax 423-267-5291. Please refer to the Chattanooga Marriott at Convention Center Exhibit order form for additional equipment needs.

SHIPPING: Guest Freight Shipping/Handling Policy

Chattanooga Marriott at the Convention Center Shipping and Receiving is responsible for managing Exhibit Related freight shipments for visitors. Be sure to review the Drayage and Freight Order Form for additional information and procedures.

For Delivery of Personal packages to Guest's Overnight Accommodations, items must be labeled as follows:

Hold for Guest:

Guest Name, Arrival Date, and Local Contact Number

Chattanooga Marriott

For delivery to a guest's overnight accommodations packages should be marked "Hold For Guest". If the package references a conference or other event being hosted by Chattanooga Marriott at the Convention Center, the package will be routed through Shipping and Receiving for delivery to the conference facility or assigned site of the event based on information obtained through Marriott Chattanooga at the Convention Center. Charges for routing/handling conference freight will be assessed against the guest's folio (if a registered guest of the Hotel), or freight will be withheld until appropriate arrangements are made for payment of package handling charges to the Chattanooga Marriott at the Convention Center.

Personal packages that arrive Monday through Saturday will be taken to the Shipping and Receiving department, which may be retrieved at the front desk or through Convention Services in the exhibit hall, based on the location of the guest's accommodations. (The guest has the option of picking up the package at any time. Outside of business hours, please contact the front desk). Please note any packages delivered more than one week prior to the scheduled event will be subject to a holding fee based on size and number of packages.

Note: Shipping and Receiving is responsible only for packages addressed to registered Marriott Chattanooga at the Convention Center guests. Packages addressed to non-registered guests will be returned to the Shipping and Receiving and held at the location for pick up.

If your shipping needs cannot be met utilizing the above described process, please contact the SETA Conference Exhibitor Coordinator listed below for alternate shipping instructions and pricing.

Local Host Exhibitor Coordinator

Sophia Gross

Regional Planner

SETDD

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