

GRACE HOPPER CELEBRATION



ANITA
B.ORG

EXHIBITOR REFERENCE GUIDE

September 26–28, 2018
George R. Brown Convention Center
Houston, Texas

GHC.AnitaB.org

Thank you for sponsoring the 2018 Grace Hopper Celebration (GHC 18) in Houston, Texas, September 26–28. We designed this Exhibitor Reference Guide to assist you in the planning process and to provide all necessary details to ensure your successful participation in the expo portion of the celebration. Even if you are a returning sponsor, please read this guide carefully as we have changed some information — including registration, access to the Expo Halls, event hours, and regulations — from previous years.

We are pleased to introduce Freeman, our new official general contractor, and Freeman Online (FOL), a comprehensive portal for exhibitors. FOL provides easy access to all the information pertaining to your expo. It enables exhibitors to access important event info, order products and services, track freights, submit services requests, review insurance requirements, submit booth designs, receive time-saving notifications, simplify move-out, and review order summaries. **We will also continue to host monthly webinars to answer your questions, and we encourage your team to attend these informational sessions.**

Freeman will assist sponsors with booth furnishings, flooring order, services, and shipping information. You may order any necessary services and equipment via FOL. Freeman will email the FOL link to your organization's primary contact.

Each year, we strive to produce an inclusive, professional, and well-organized event. We greatly appreciate your cooperation in following all rules and regulations. Please take the time to review the Expo FAQ on the FOL portal, which will be available in May.

If you have any expo-related questions, please contact ExpoSupport@AnitaB.org. For all other GHC questions, email us at GHC@AnitaB.org.

We look forward to seeing you in Houston!

Sincerely,
AnitaB.org

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We updated this document on April 10, 2018. If you are printing or downloading, please make sure you check for the most up-to-date version.

GENERAL INFORMATION

Location

George R. Brown Convention Center (GRB)
Halls A–E, Level One
1001 Avenida de las Americas
Houston, TX 77010
(713) 853-8000

GHC Expo

Interview Hall (Halls A & B)
Career Fair and Technology Showcase (Halls C, D, E)

GHC Expo Hours

EXHIBITOR MOVE-IN HOURS

Sunday 9/23	By appointment only, starting at 12 p.m.*
Monday 9/24	8 a.m. – 5 p.m.
Tuesday 9/25	8 a.m. – 5 p.m.
Wednesday 9/26	8 a.m. – 9:30 a.m. (final touches only)** 9:30 a.m. – 11:30 a.m. (final cleaning)

* To arrange for an appointment, contact Freeman at FreemanHoustonES@freeman.com or (713) 770-6750.

** You must complete your booth set-up by 9:30 a.m., Wednesday 9/26. We will perform final aisle cleaning at 9:30 a.m. and the Expo Halls will open promptly at 11:30 a.m.

PUBLIC HOURS

Wednesday 9/26	11:30 a.m. – 5:30 p.m.
Thursday 9/27	9 a.m. – 5:30 p.m.
Friday 9/28	9 a.m. – 2 p.m.

We recommend you schedule your first interviews each day to start 30 minutes after the Interview Halls open to allow enough time for interviewees to pass the badge security at the entrances and to find their interview locations.

EARLY ACCESS HOURS*

Wednesday 9/26	8 a.m. – 11:30 a.m.
Thursday 9/27	7 a.m. – 9 a.m.
Friday 9/28	7 a.m. – 9 a.m.

* Only Booth Staff, Individual Academic, and All-Access registrations will be allowed into the Expo Hall during Early Access Hours.

EXHIBITOR MOVE-OUT HOURS

Friday 9/28	2 p.m. – 10 p.m.
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- You must not dismantle or pack before the Expo Hall closes at 2 p.m. on Friday.

- Freeman will return cartons/crates after removal of the aisle carpet. Please anticipate receiving your crate(s) between two and four hours of close. Please check with Freeman at the Exhibitor Service Center at the back of Hall E. You must remove all exhibit materials from the Expo Halls by 10 p.m.

BEFORE YOU GO

Please utilize resources available to you so you can successfully plan for your exhibition at the Grace Hopper Celebration (GHC). This section provides the important information you need for your participation.

Expo Deliverables

Review the list of [important dates](#) for your sponsorship and exhibition in this guide or at Freeman Online, available in May.

Booth Selection and Floor Plan

Sponsors will select their Career Fair, Technology Showcase, and Interview Hall location choices online. The primary sponsor contact will receive an invitation email with instructions on how and when to select your booth space.

Diamond and Platinum sponsors will select their booth spaces in May. Gold and Silver sponsors will select their booth spaces in June/July. Sponsors within each level of sponsorship will select booths in the order of purchase. For more information on the booth selection process, please visit Freeman Online, available in May.

Hotels

The headquarter hotels for GHC 18 are the Hilton Americas and the Marriott Marquis, both adjacent to the George R. Brown Convention Center. In addition, GHC contracted with many other hotels in the city. Group booking (10 rooms and more) is available to sponsors in April. We encourage sponsors to book within the hotel block for GHC.

Freeman Online

Freeman Online (FOL) is your go-to resource for GHC Expo planning. It provides easy access to all the information pertaining to the Expo. FOL enables exhibitors to access important event info, order products and services, track freights, submit services requests, review insurance requirements, submit booth designs, receive time-saving notifications, simplify move-out, and review order summaries.

The primary contact listed in the sponsorship agreement will receive the FOL link in May. The primary contact may share this link with anyone assisting with the logistical arrangements for the Career Fair, Technology Showcase, or Interview Halls at GHC (team members, Exhibitor Appointed Contractor (EAC), third-party planning companies, booth designers, etc.).

First-time users of FOL will need to create new accounts to browse the Exhibitor Service Manual and other Expo information. Simply click on the "Log In" button to register. If you already have a FOL account, you may use the login information for that account.

Only the primary contact will have the ability to place orders. Should the primary contact need to give ordering access to another person to place orders, he/she will need to send an email with permission and the alternate contact information to GHC@AnitaB.org.

You will need to have confirmed booth numbers to place orders for products and services. Freeman will receive confirmed booth numbers after each sponsorship level is confirmed and update their system. The updates will be made within five days of confirmation. Booth number(s) will then be pre-populated in the online order forms. If you need to place orders before the system is updated, you will need to enter your booth number(s) into the order form. Manually entering incorrect booth numbers can delay processing the request.

Registration

To review the registrations purchased as part of your sponsorship, sponsors will need to log into NetSuite. Sponsors who have completed payment for their sponsorship purchases will receive an email in April with information on how to register and review their registrations. If you have additional registration questions, email us at GHC@AnitaB.org.

Shipping

You can find answers to common shipping questions at Freeman Online > Shipping Your Exhibit, available in May. If you have additional questions, please reach out to Freeman directly at FreemanHoustonES@freeman.com.

Vendors

[View](#) our official GHC vendors in this Exhibitor Reference Guide. Freeman Online will contain all vendor contact information and order forms. After you receive your booth numbers and Freeman activates your ordering system, you may order services such as flooring, booth furnishings, labor, material handling, utilities, catering, audio visual, security, plants, and lead retrieval within this site.

IMPORTANT DATES

Please review the list of important dates for your exhibit. Details for each deliverable will be available through the links shown beside each item before, on, or after the date listed.

Expo Specific Dates

X	Item	Date	Action
	Review the Exhibitor Reference Guide	ASAP	
	Freeman’s Exhibitor Service Manual available	May 1	Visit Freeman Online.
	Review floor plan and select booth space(s)	Starting in May	We will notify you when it is your turn to request booth location(s).
	Expo products and services available for ordering	Starting in May	Once you receive your booth number(s) and Freeman activates your ordering system, visit Freeman Online > Order Products & Services.
	Advanced shipping/receiving to Freeman Advance Warehouse	August 20	Visit Freeman Online > Shipping your Exhibit, available in May.
	Booth assignments published on GHC Website	August 22	Visit the GHC website.
	Career Fair and Technology Showcase Booth renderings and booth activity plans due (Not applicable for Silver Sponsors)	August 22	Submit through Freeman Online > Exhibitor Information.
	Technology Showcase product description due	August 22	Submit through Freeman Online > Exhibitor Information.
	Customized back wall graphic on the turnkey kiosk due (Silver Sponsors only)	August 22	Submit artwork through Freeman Online > Exhibitor Information, available in May.
	Advance pricing deadline for Expo products and services	September 12	Visit Freeman Online > Order Products & Services, available in May.
	Deadline for Exhibitor requests for early move-in (on 9/23)	September 12	Email request to Freeman at FreemanHoustonES@freeman.com.
	Advance shipping to the Freeman Advance Warehouse ends	September 19	Visit Freeman Online > Shipping your Exhibit, available in May.
	Deadline for EAC request form	September 19	Submit through Freeman Online > Exhibitor Information.
	Early exhibitor move-in (by appointment only)	September 23	View hours here .
	First date the Conference Center can directly receive shipments	September 24	Visit Freeman Online > Shipping your Exhibit, available in May.
	Exhibitor move-in	September 24–25	See detailed information here .

X	Item	Date	Action
	Grace Hopper Celebration	September 26–28	Visit the GHC website for a detailed schedule in summer.
	Exhibitor move-out	September 28	See detailed information here .

General Dates

X	Item	Date	Action
	Determine how many additional booth staff registrations you will need	February–June 22 or when sold out	Send request emails to your Business Development Executive or BusinessDevelopment@AnitaB.org .
	Register your staff (Corporate, Government, Academic, and Nonprofit Sponsors) or forego their use	Mid-April–June 22	You will receive an email with registration instructions.
	Register your booth staff (Booth Sponsorship complimentary registrations) or forego their use	Mid-April–June 22	You will receive an email with registration instructions.
	Register your attendees (Additional Sponsorship complimentary registrations) or forego their use	Mid-April–July 13	You will receive an email with registration instructions.
	Group hotel room booking available	April–September 4 or when sold out	We will send emails with the link to access the GHC hotel site once we receive full payment.
	Event Sponsorship (Corporate, Academic, Government, Nonprofit/Labs) sales close	June 22 or when sold out	Visit Sponsorships on the GHC website.
	Public registration opens	July 11	Visit Attend on the GHC website.
	Hotel reservations open for individuals	July 11	The cut-off date is September 4 or when sold out. Book early as rooms are sold quickly.
	Child care reservation opens	July 11	We will post information this summer on the GHC website.
	ADA service reservation opens	July 11	We will post information this summer on the GHC website.
	Additional Sponsorships sales close	July 13 or until sold out	View on the GHC website.
	Sponsor logo due	July 25	Submit through Cvent.
	Organization profile due	July 25	Submit through Cvent.
	Hotel rooming list due for Group Blocks	August 10	Contact Orchid Event Solutions at (888) 287-7454.
	Resume database access opens	August–September	Exact dates vary by sponsorship level. View benefits on the GHC website.
	Hotel reservations close	September 4 or until sold out	Visit Hotels on the GHC website, available in summer.

X	Item	Date	Action
	Access to Resume Database ends	December 31	Last chance to visit the Resume Database.

BOOTH PACKAGES

Career Fair and Technology Showcase Booth Packages

BOOTH SPACE OF 100 SQ. FT. AND LARGER FOR INLINE OR PERIMETER BOOTH

- 8' high pipe-and-drape back wall (gray and plum)
- 3' high draped side rails (gray)
- 7" x 44" Standard Booth ID Sign with organization name (text only)

Inline or Perimeter booth package does not include material handlings, electricity, or carpeting of the space. All booths must have carpeting or some other form of flooring in the Expo Halls. To order flooring, electricity, and other services for your exhibit space, please visit Freeman Online > Order Products & Services.

AnitaB.org provides two basic furnishing packages to choose from at a discounted rate. The furnishing packages will be available in May on the Freeman Online portal.

Basic Furnishing Packages

	Online Price Discounted rate ends 9/12	Fax, Email, Phone Discount Rate ends 9/12	Standard Rate 9/13-9/28
Basic Furnishing Package 1			
Carpeting			
Draped Table (plum)			
Chairs	\$355.50	\$391	\$430
Wastebasket			
Basic Furnishing Package 2			
Draped Table (plum)			
Chair	\$223.50	\$245	\$270
Wastebasket			

BOOTH SPACE OF 400 SQ. FT. AND LARGER FOR ISLAND BOOTH

Island booth package does **not** include pipe and drape, furniture, material handling, electricity or carpeting of the space. All booths **must** have carpeting or some other form of flooring in the Expo Halls. To order furniture, flooring, electricity, and other services for your exhibit space, visit Freeman Online > Order Products & Services, available in May.

TURNKEY KIOSK OF 50 SQ. FT. (SILVER SPONSOR ONLY, IN CAREER FAIR)

- Hard back wall structure kiosk
- 3' high draped side rails (gray)
- Header panel with organization name (text only)
- Cabinet counter
- Carpet (tuxedo)
- (1) Limerick Stool

- Wastebasket

Branding opportunity for Silver Sponsors: The back wall structure of the kiosk will have a GHC standard graphic on the panel. Silver sponsors have the opportunity to provide customized graphic at no cost to your company. Freeman will print and install the graphic for you. For graphic specification details and deadline to submit the artwork, please visit Freeman Online.

GHC does not permit hanging signs or banners above turnkey kiosks. No additional signage is allowed in the turnkey kiosks due to limited space. Please refer to the [Guidelines for Display Rules and Regulations](#) section of this guide.

There is a small amount of storage within the kiosk. If you need more storage spaces for giveaways, you may order the accessible storage from Freeman. If your kiosk includes any type of interactive activities, you must maintain three feet of clearance from the aisle(s) to allow for attendee congregation.

The turnkey kiosk package does not include electricity. To order electricity for your exhibit space, please refer to Freeman Online > Order Products & Services > Electricity for more details.

Technology Showcase Booth

The Technology Showcase booth space cannot be larger than the sponsor's primary sponsorship booth space. Technology Showcase booth must adhere to the same [Guidelines for Display Rules and Regulations](#).

Technology Showcase booth packages do **not** include pipe and drape, furniture, material handling, electricity, or carpeting of the space. All booths **must** have carpeting or some other form of flooring in the Expo Halls. To order furniture, flooring, electricity and other services for your exhibit space, visit Freeman Online > Order Products & Services, available in May.

Products displayed must be manufactured by the sponsoring organization. All Technology Showcase sponsors must complete the Technology Product Form to describe the technology information to be showcased. Technology Showcase participants have an option to present one 15-minute demonstration in the Expo Theater.

Interview Hall Booth Package

Each 10' x 10' booth includes the following items:

- 8' high perimeter drape (blue drape on all four sides of the booth)
- 6' x 30" Skirted Table (gray)
- (4) Padded Side Chairs
- 7" x 44" Standard Booth ID Sign with organization name (text only)
- Wastebasket

Interview Hall booth packages do **not** include electricity and carpeting. To order furniture, flooring, electricity, and other services for your exhibit space, visit Freeman Online > Order Products & Services, available in May.

GUIDELINES FOR DISPLAY RULES AND REGULATIONS

The following Guidelines for Display Rules and Regulations are established by the International Association of Exhibitions and Events™ (IAEE). The Guidelines for Display Rules and Regulations promote continuity and consistency among North American exhibitions.

These guidelines afford sponsors a maximum return on your exhibit investments. The guidelines also address compliance with fire, safety, the American with Disabilities Act (ADA), and other state, federal, or provincial government requirements. Please read the local regulations which are included in Freeman Online > Forms & Brochures.

The display rules and regulations provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout, content, and activities. AnitaB.org would like to present the professional standards expected of exhibitors and assure all exhibitors an environment conducive to successful interaction with our audiences, regardless of exhibit size or location.

Any deviation from the rules and regulations listed below will require prior approval from AnitaB.org.

The guidelines below will describe the following display types:

- Inline Booth
- Corner Booth
- Perimeter Booth
- Split Island Booth
- Island Booth
- Extended Header Booth
- Turnkey Kiosk
- Technology Showcase Booth
- Interview Hall Booth

Inline Booth

Inline Booths, also called “linear” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

DIMENSIONS

For purposes of consistency and ease of layout and/or reconfiguration, floor plan designs in increments of 10 feet have become the de facto standard in the U.S. Therefore, unless constricted by space or other limitations, Inline Booths are most commonly 10' x 10'. A maximum back wall height limitation of 8 feet is generally specified.

USE OF SPACE

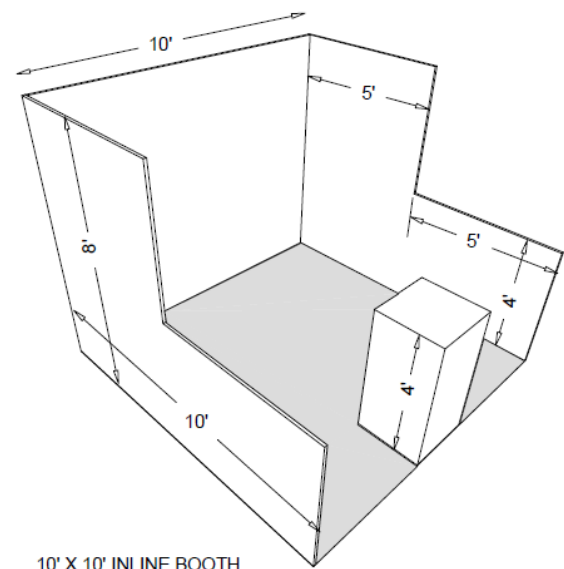
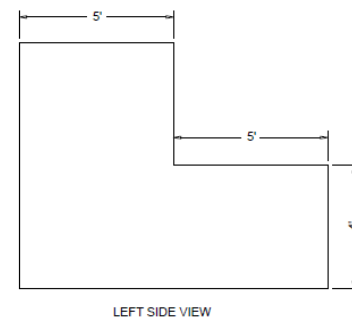
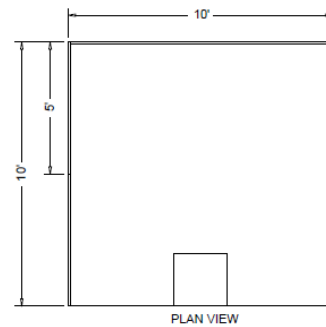
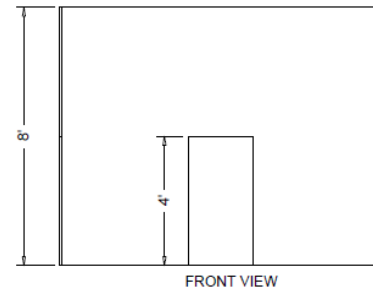
Regardless of the number of Inline Booths utilized (e.g. 10' x 20', 10' x 30', 10' x 40', etc.), you should arrange display materials in such a manner that does not obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet is allowed only in the rear half of the booth space, with a 4 feet height restriction imposed on all materials in the remaining space forward to the aisle.

Note: When three or more Inline Booths are used in combination as a single exhibit space, the 4 feet height limitation is applied only to that portion of exhibit space which is within 10 feet of an adjoining booth.

AnitaB.org does not permit hanging signs and/or banners above inline booths. You must place all signage and displays within your booth space and in such a way as to not obstruct the clear view of neighboring booths or to interfere with the flow of traffic. You must place all display fixtures taller than 4 feet at least 5 feet from the aisle line.

Corner Booth

A Corner Booth is an Inline Booth at the end of a series of inline booths with exposure to intersecting aisles on two sides. All other guidelines for Inline Booths apply.

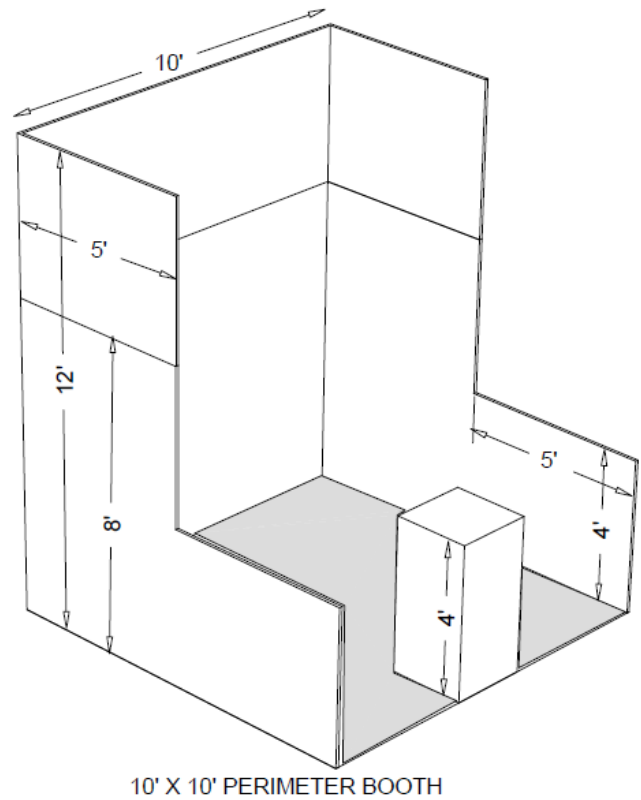
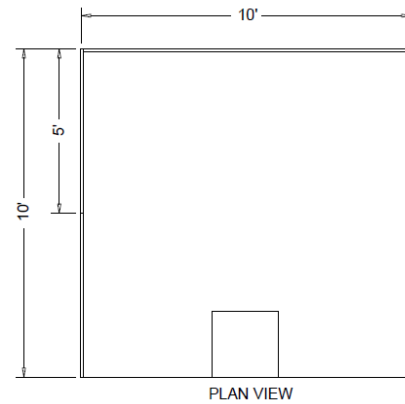
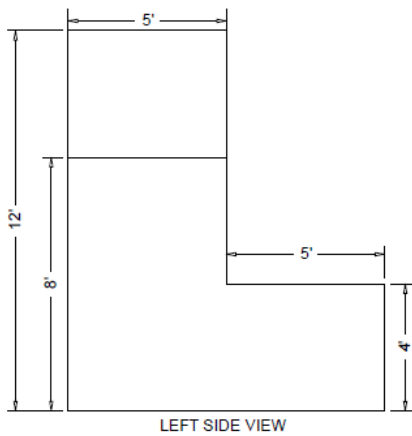
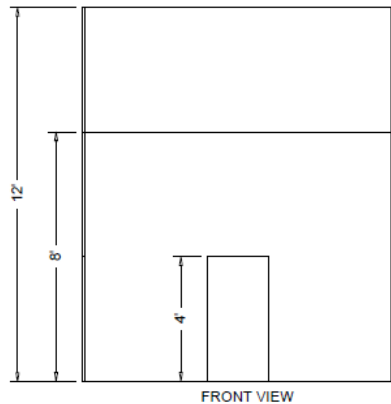


Perimeter Booth

A Perimeter Booth is an Inline Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

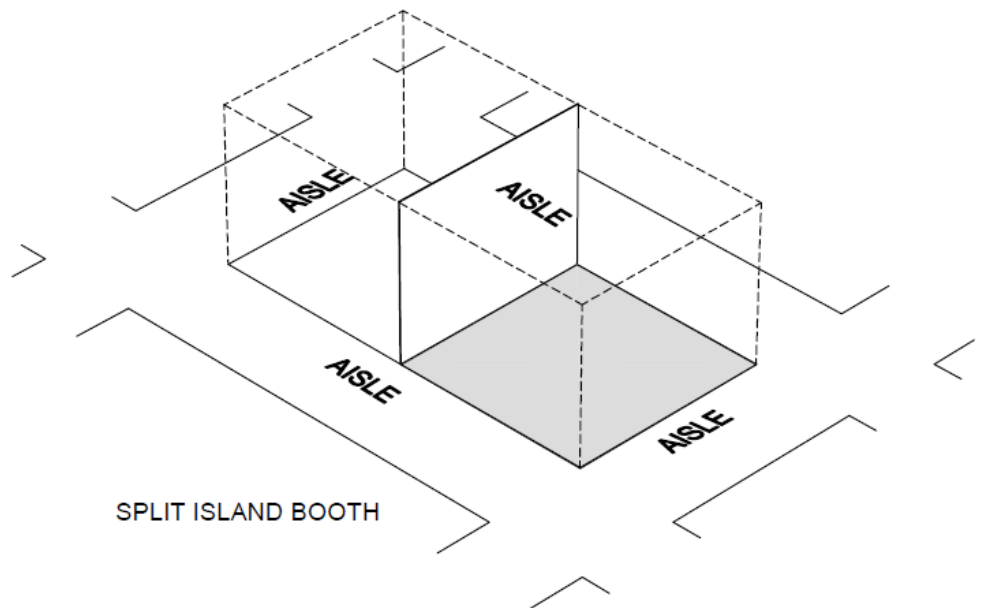
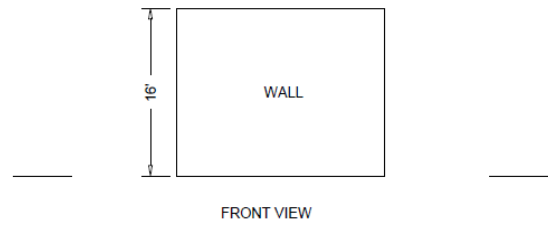
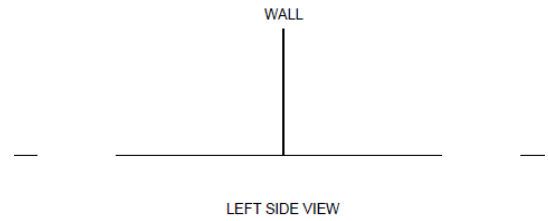
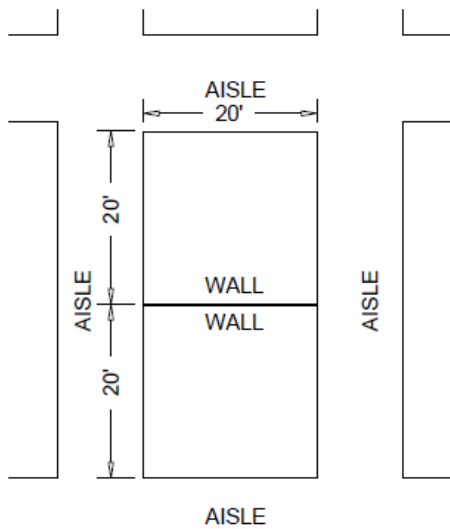
DIMENSIONS AND USE OF SPACE

All guidelines for Inline Booths apply to Perimeter Booths except that the typical maximum back wall height is 12 feet.



Split Island Booth

A Split Island Booth is a Peninsula Booth, which shares a common back wall with another Peninsula Booth. You may use the entire cubic content of this booth, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16 feet to 20 feet, including signage. You may use the entire cubic content of the space up to the maximum allowable height. Double-sided signs, logos, and graphics shall be set back 10 feet from adjacent booths.



Island Booth

An Island Booth is a booth of any size exposed to aisles on all four sides.

DIMENSIONS

An Island Booth is typically 20' x 20' or larger, although it may be configured differently.

USE OF SPACE

You may use the entire cubic content of the space up to the maximum allowable height, which is usually between 16 feet and 20 feet, including signage.

SIGNAGE

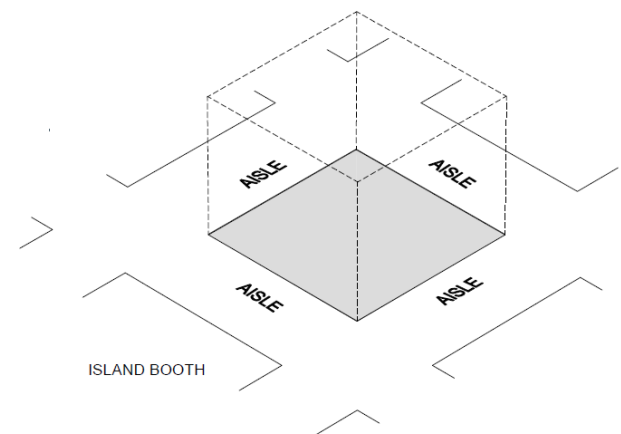
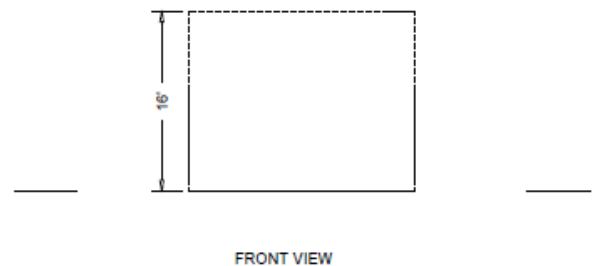
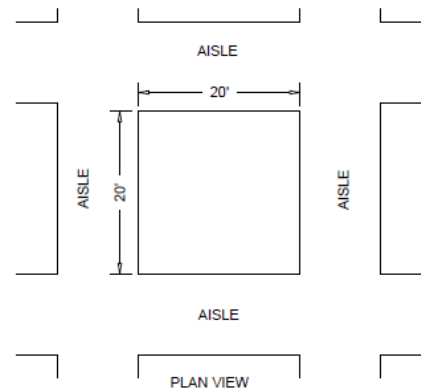
The maximum height from the floor to the top of any sign is 20 feet. Minimum clearance from floor to bottom of any sign is 16 feet. You must hang signs entirely within your booth boundaries. Hanging material anchor points must be prefabricated and ready for use. Hanging signs must meet all safety and fire regulations as outlined in the Exhibitor Service Manual. You must place all signage and displays within your booth space in such a way as to not interfere with the flow of traffic.

LIGHTING TRUSSES

We will allow lighting trusses, hung from the ceiling, for island booths provided you meet the following regulations. You must contain lighting trusses within the booth perimeter. You must arrange the installation and dismantling of the truss with Freeman. If we receive any complaints from neighboring exhibitors regarding the lighting, we will require you to adjust or turn off the lights.

Important

- When installing a display with a ceiling or second level, you should check with the fire department to ensure that the display meets the necessary fire safety precautions regarding smoke alarms, fire extinguishers, sprinkler systems, and other safety devices.
- If you include any type of interactive display, you must maintain a 3-foot clearance from the aisle(s) to allow for attendee congregation.
- You may install walls in any portion of your booth, but 30% of the perimeter must be left open. You may use the entire cubic content of your booth, up to the maximum allowable height. Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.

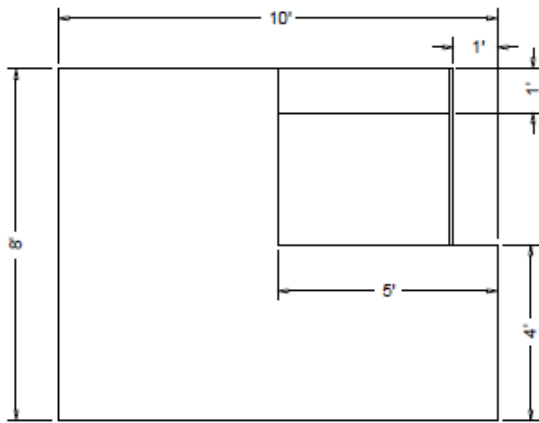


Extended Header Booth

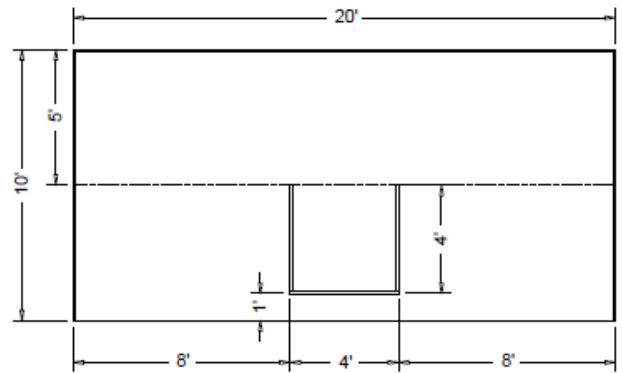
An Extended Header Booth is an Inline Booth 20 feet or longer with a center extended header.

DIMENSIONS AND USE OF SPACE

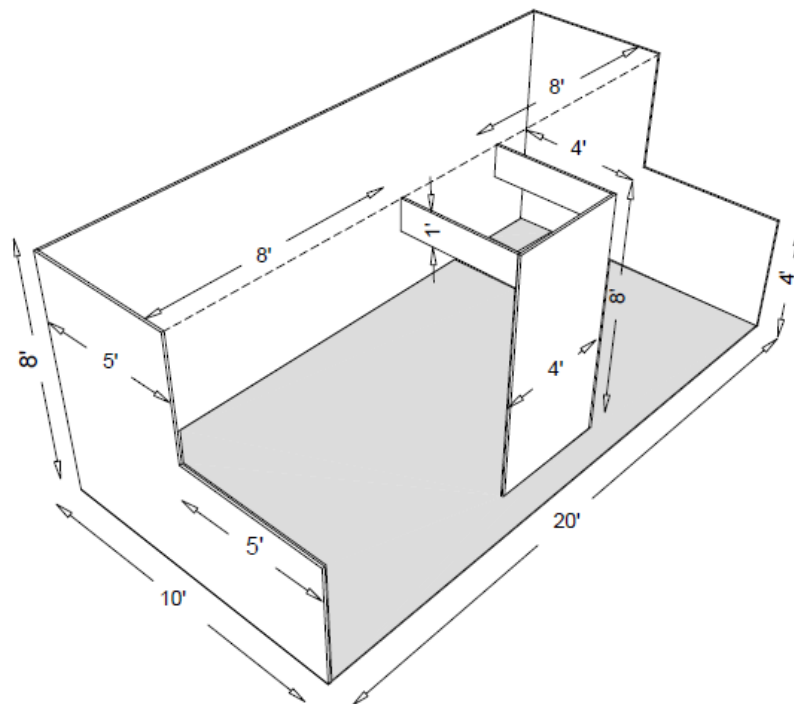
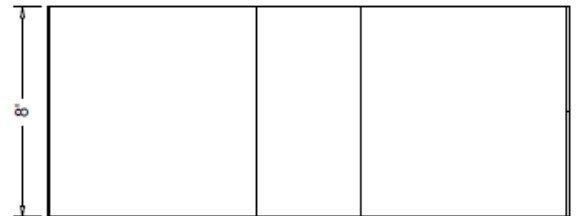
All guidelines for Inline Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8 feet, a maximum width of 20% of the length of the booth, and a maximum depth of 9 feet from the back wall.



LEFT SIDE VIEW



PLAN VIEW



10' X 20' EXTENDED HEADER BOOTH

Turnkey Kiosk

A turnkey kiosk includes one or more standard kiosks units arranged in a straight line. These kiosks have a neighbor on one or more sides.

DIMENSIONS AND USE OF SPACE

Turnkey Kiosk spaces come with a 4-foot-wide hard wall kiosk and have a maximum height limit of 8 feet. The side rails define the width of the kiosk space. A single kiosk unit measures 5 feet wide and 10 feet deep.

SIGNAGE

AnitaB.org does not permit hanging signs or banners above turnkey kiosks. Additionally, we do not allow additional signage in the turnkey kiosks due to limited space. Sponsors can supply a graphic to be placed on a customizable back wall panel at no cost. Freeman will print and install it for you. If sponsors decide not to supply any artwork, the graphic on the kiosk panel will be replaced by the standard GHC graphic.

IMPORTANT

- Space dimensions shown on the drawing are measured from centerline of kiosk equipment, such as side rails and back wall.
- We prohibit storage behind the kiosk. There is a small amount of storage within the kiosk.
- If your kiosk includes any type of interactive activities, you must maintain a 3-foot clearance from the aisle(s) to allow for attendee congregation.

Technology Showcase Booth

Technology Showcase booths must adhere to the same [Guidelines for Display Rules and Regulations](#). Products displayed must be manufactured by the sponsoring organization. Technology Showcase space cannot be larger than the sponsor's primary sponsorship booth space. Technology Showcase participants have the option to present one 15-minute demonstration in the Expo Theater.

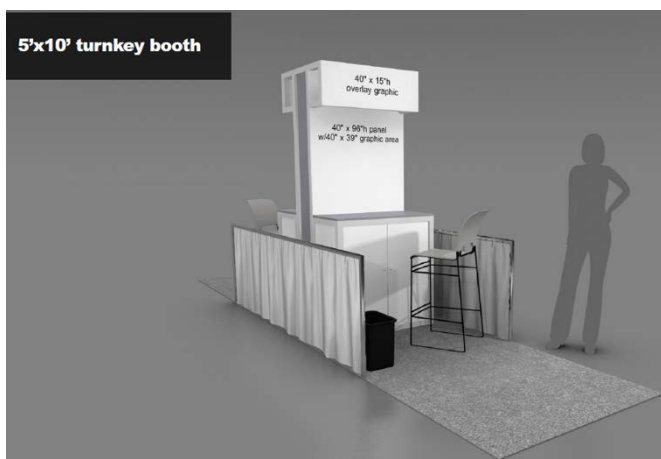
Interview Hall Booth

All Interview Booths come with 8-foot-high pipe-and-drape walls on all four sides, and have a maximum height limit of 8 feet. A single booth unit measures 10 feet wide and 10 feet deep. You may divide your booth into two 5-foot-wide spaces by ordering additional pipe-and-drape walls at your expense.

All signage must be placed within sponsor booth space or up against the drape. Ground-supported signage has a maximum height of 8 feet. Signage placement cannot interfere with the flow of traffic. Floor mats may be placed in the aisle directly in front of the sponsor booth. We do not permit hanging signs or banners above inline booths.

IMPORTANT

- We prohibit storage behind the back of the booth.
- Sponsors cannot change the color of the drape. You may add drape color of your choice inside the contracted space at your expense.



- You may remove the pipe-and-drape wall to create a reception/check-in area if you do not share a drape with another sponsor or face other sponsors' booths.
- Sponsors can upgrade their contracted interview space to a hard wall build provided by Freeman, so long as the construction stays within the contracted space.
- You may decline the standard booth furniture provided and bring your own furniture. All furnishings must stay within your contracted space. Please notify Freeman at FreemanHoustonES@freeman.com.

BOOTH DESIGN AND ACTIVITY PLANS SUBMISSION

Diamond, Platinum, and Gold sponsors must submit booth designs and booth activity plans for final approval by August 22. If you purchased a Technology Showcase booth, you must also submit the Technology Showcase booth design, booth activity plans, and product description. Sponsors are to submit the drawings of proposed designs, including measurements/dimensions of all fixtures, elements, and signage. The form is available in May on the Freeman Online portal.

The drawing must include the following information:

- Name of the exhibiting organization
- Booth number(s)
- Booth size (sq. ft.)
- Booth type (Inline, Corner, Perimeter, Split Island, Island)
- Indicate if you plan to hang any signage over your booth and provide weight and dimensions of the structures. Do not forget to complete the Hanging Sign Labor Order Form required by Freeman. The form is available in May at Freeman Online > Forms & Brochures.
- If you plan to have furniture, signage, catering event/activities, games/networking activities, lighting equipment, audio visual presentation, or other structures, please indicate the locations in the booth and provide its measurements (all dimensions should be in U.S. measurements).
- Name of design/install company
- Name of person submitting design
- Submitters' emails and phone numbers
- Acceptable file types:
 - .pdf
 - .doc or .docx
 - High-resolution .png
 - high-resolution .jpeg or .jpg
- Maximum File Size: 10 Mb

Upon receiving your submission, the GHC Expo Team will review your booth design within 7 business days, and they will send approvals by email. If we cannot approve the submission for any reason, a GHC Expo Team member will contact you to discuss your design. If your signs or displays do not meet GHC [Guidelines for Display Rules and Regulations](#), you must revise them to comply before we can grant approval.

REGISTRATION & BADGE INFORMATION

Everyone attending GHC and/or working in the Expo Halls must wear the official badge at all times. Your sponsorship package determines the specific number of registration types you receive. You can find information about the number of registrations included in your sponsorship on the [GHC website](#). A limited number of registrations are available for purchase (depending on your sponsorship level). To purchase these registrations, email your Business Development Executive or BusinessDevelopment@AnitaB.org.

Badge Pickup Hours at George R. Brown Convention Center

Sunday 9/23	12 p.m. – 4 p.m.
Monday 9/24	7:30 a.m. – 5 p.m.
Tuesday 9/25	7:30 a.m. – 9 p.m.
Wednesday 9/26	7:30 a.m. – 5 p.m.
Thursday 9/27	7:30 a.m. – 5 p.m.
Friday 9/28	8 a.m. – 3 p.m.

Hours subject to change.

Registration Management

Sponsors are able to review the total registration purchased along with your sponsorship by logging into NetSuite. Sponsors who complete payment for their sponsorship purchases will receive an email with instructions and a link to register your booth staff and organization's attendees. If you have questions regarding registration, email GHC@AnitaB.org.

Early Access for the Expo Hall

- We will provide early access only to attendees who have All-Access, Booth Staff, or Individual Academic Registrations. We will list registration type on badges for access. You must wear your badge to access the Expo Hall floor — no exceptions.
- You can pick up badges at any of the badge pick-up counters.
- Exhibitor Appointed Contractors (EACs) do not need to wear an official badge, but must obtain wristbands daily.
- Attendees with full conference registrations do not have early access.
- Your company's staff and attendees may not have the appropriate badges for early access to the Expo Hall. Therefore, we recommend that you do not schedule staff meetings on the Expo Hall floor before it opens to the public.

Exhibitor Appointed Contractors

You do not need to provide registrations for your Exhibitor Appointed Contractors (EACs). However, sponsors who want to use EACs need to submit the EAC Request Form to AnitaB.org by September 19 for approval. The form is available at Freeman Online > Exhibitor Information. Upon arrival, EACs must check in with security and provide their company IDs to receive a wristband. Read the [EAC](#) section under Rules and Regulations.

Expo Wristbands for Move-in and Move-out

We will provide your EACs with wristbands on a daily basis. You may use these wristbands for booth builders, designers, and EACs associated with your booth who are solely working during move-in and

move-out. We require EACs to provide a complete list of employees from your company when you submit the EAC Request Form. Wristbands can be picked up daily with Security at the Early Access Entrance or at the loading dock. EACs must present a company ID upon request to obtain a wristband and they must be listed on the security list to gain access to the Expo Halls.

SHIPPING

You may ship your booth materials and supplies to the Freeman Advanced Warehouse before GHC.

Benefits of Shipping to the Advanced Warehouse

- Shipping in advance gives you time to confirm that all your items arrived and to resolve any problems before GHC opens.
- Freeman trucks will pick up your packages and safely transport them to the venue.
- Your boxes will be in your booth when you arrive and you can begin installation immediately.

Shipping Addresses & Due Dates

ADVANCE SHIPMENTS TO WAREHOUSE

Advance shipping begins **Monday, August 20 at 8 a.m.** and ends **Wednesday, September 19 at 4 p.m. (CT)**. Shipments arriving before this date may be refused by the facility.

To: (Exhibiting company name and booth #)
For: Grace Hopper Celebration – 465687
c/o: Freeman
9258 Park South View, Suite 100
Houston, TX 77051

Direct Shipments to Site

Direct shipping will begin on **Monday, September 24 at 8 a.m.**

To: (Exhibiting company name and booth #)
For: Grace Hopper Celebration – 465687
c/o: Freeman
George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010

RULES & REGULATIONS

Please note that portions of this section is based on the Sponsorship Terms to which every sponsor agrees. [You can review those terms here.](#)

Use of Exhibits: Operation and Conduct

AnitaB.org reserves the right to restrict exhibits that – because of noise, method of operation, materials, or any other reason – become objectionable. We are the sole authority in this regard. AnitaB.org may prohibit or remove any exhibit, which, in our opinion, detracts from the general character of the event as a whole, or consists of products or services inconsistent with the purpose of GHC. If in doubt, please contact GHC@AnitaB.org in advance to discuss your exhibit.

Accessibility

AnitaB.org will provide reasonable accommodations to individuals with disabilities who make their situation known to event personnel. It is the responsibility of each exhibitor to be aware of and comply with ADA guidelines. We encourage you to provide exhibits that are accessible to all and offer barriers to none. In the absence of accessibility, each exhibitor must assume the responsibility for making alternative arrangements to serve the needs of persons with disabilities. Additionally, raised flooring and platforms on booths present a hazard for tripping and injury and should be clearly marked for visibility with special caution tape or similar warning devices.

Accessible Storage

Accessible storage is available at GHC for exhibitors to easily access their product samples and literature during Expo hours only. You may make arrangements for accessible storage by contacting Freeman in advance. There is an additional fee for this service. Please contact Freeman for pricing.

Advertising

All signs and graphics must be professionally lettered and in keeping with the atmosphere of the event. Signs are limited to your booth area only and may not extend into the aisle or other venue areas. Signs placed without AnitaB.org's permission are subject to removal.

Aisle Space

You may not solicit business or distribute literature in aisles or in the public seating areas, or engage in any activity that leads to congestion in the aisles. Aisle merchandising elements, such as logo gels or footprints, are not allowed unless you purchased them as part of an official sponsorship.

Alcohol

Alcohol is prohibited in booths at all times.

Badges

All exhibitors must wear the official badge at all times at GHC, including move-in and move-out periods. Sponsorships include Booth Staff passes giving you Early Access into the Expo Halls for set up. Some sponsorships include All-Access Registrations, which also allow Early Access into the Expo Hall. To see what registrations are included in your sponsorship package, visit the [Sponsorship Opportunities](#) on the GHC website. Additional All-Access Registrations are available for purchase until June 22 or when sold out. To purchase additional registrations, send your request email to your

Business Development Executive or BusinessDevelopment@AnitaB.org. Under no circumstances will we allow attendees with a General Registration or Student Registration into the Expo Halls during Early Access Hours.

For Academic sponsors, your Individual Academic Registrations will also serve as Booth Staff badges and allow early access into the Expo. Booth Staff will be indicated on your badge during registration.

Note: Any vendor staff (photographer, massage therapists, T-shirt vendors, photo booth vendors, etc.) working within your booth will need to be registered as Booth Staff. You may purchase additional Booth Staff Registrations for \$600 per registration until June 22 or when sold out. To purchase additional registrations, send your request email to your Business Development Executive or BusinessDevelopment@AnitaB.org.

You do not need to provide badges for Exhibitor Appointed Contractors (EACs). However, you will need to complete the EAC Request Form for approval. See the [EAC](#) section for details.

Booth Operations and Demonstrations including Sound

You may not solicit business in aisles or in the public seating areas or engage in any activity that leads to congestion in the aisles; this includes any roaming characters or models. If you wish to provide demonstrations, presentations, drawings, or crowd-gathering activities of any type, you must confine such activity within your specific booth space, and the activity must take place during GHC hours only. If you have any type of interactive display, you must maintain a 3-foot clearance from the aisle(s) to allow for crowds.

All demonstrations must maintain a professional presence. AnitaB.org may prohibit or remove any exhibit, which, in our opinion, detracts from the general character of the exhibition as a whole, or consists of products or services inconsistent with the purpose of the exhibition.

Music played in your booth, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Please take into consideration the placement of speakers and theater presentations when designing your booth and face the speakers to direct sound into your booth rather than toward the aisle. The maximum allowable level of sound emitted from an exhibit booth or display is 90 decibels. If your exhibit exceeds this level, we will give you three warnings to comply. Upon receipt of your third warning, AnitaB.org reserves the right to disconnect power from your booth for the remainder of the day. In the case of ongoing problems, we will permanently disconnect power.

Booth Set-up

All inline and perimeter booth spaces will come with pipe-and-drape walls.

Full-time employees of the exhibiting companies and organizations may set up and dismantle their own exhibits without assistance from Freeman. You can also order labor from Freeman by completing the labor form available in May at Freeman Online > Order Products & Service. It will also be available onsite at the Exhibitor Service Center.

We do not permit exhibitors to use power tools. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowed for exhibitor use. Please refer to Freeman Online > Union Labor Jurisdictions for more information.

Cancellation

You may not cancel or downsize your booth space once you complete your purchase. We will not give refunds, and Expo space is non-transferrable.

Carpet/Flooring

AnitaB.org requires all Career Fair and Technology Showcase booths to have floor covering. Carpeting is included only for Turnkey Kiosks. All aisles in the Career Fair and Technology Showcase area will have tuxedo carpeting. To order carpeting or flooring for your booths, visit Freeman Online > Order Products & Services > Flooring. You may provide your own floor covering; however, you must notify Freeman. Flooring used in your booth must comply with accessibility guidelines and should not create a different elevation that creates a tripping hazard. If you do not order flooring, we will install standard carpeting, and will charge the cost to the account on file.

Children

For safety reasons, children 17 and under are not permitted in the Expo Halls or GHC sessions. We provide child care and nursing mother rooms for your convenience in the convention center and headquarter hotels. More information will be posted on the GHC website.

Cleaning

Booth cleaning of exhibits and displays is not automatic. You are responsible for maintaining your own booth in a tidy and clean condition at all times. You may not dispose of trash, excess collateral materials, etc. in the waste bins on the floor, which are for attendee trash only. Any exhibitor caught using trash bins on the floor may be fined and charged the cost of booth cleaning services. You may order booth cleaning services at Freeman Online > Order Products & Services > Cleaning > GRB.

Early Access for the Expo Halls

All-Access, Booth Staff, and Individual Academic Registrations are the only badge types allowed early access into the Expo Hall. Individual General Registration and Individual Student Registration badges are not allowed early access. See detailed information [here](#).

Exhibitor Appointed Contractors (EACs)

An Exhibitor Appointed Contractor is any company other than one of the designated official contractors, which an exhibitor wants to employ inside the Expo Halls before, during, or after the show. EACs can include booth builders, supervisors or designers, independent display companies, delivery personnel, or technicians.

Sponsors who want to use EACs must petition AnitaB.org for approval by September 19 using the EAC Request Form. The form is available at Freeman Online > Exhibitor Information.

If the EAC will be responsible for paying for Freeman services, they must complete the Third Party (EAC) Billing Authorization form. The form is available at Freeman Online > Product & Services > Third Party Ordering.

On the first day of move-in, you must provide a complete list of employees from your EAC to the security desk at the loading dock. Wristbands can be picked up daily with Security at the Early Access Entrance or at the loading dock. EACs must present a company ID upon request to obtain a wristband, and they must be listed on the security list to gain access to the Expo Halls.

If you use the service of EACs, you are responsible for ensuring that they conform to all GHC rules and regulations.

Food & Beverage

You may obtain catering service for your Career Fair, Technology Showcase, or Interview booths from Levy, the exclusive caterer at the GRB. You must purchase all food dispensed at your booth through Levy and may not bring in from outside sources. The catering order form is available in May at Freeman Online > Order Products & Services > Food & Beverage.

Freight-free Aisles

There are designated freight-free aisles in the Career Fair/Technology Showcase Halls. We do not allow crates, equipment, carpet, or exhibit materials in these designated aisles at any time during set-up or dismantle.

Hand Carried Items

You may use a separate lot behind the loading dock to unload items from Personally Owned Vehicles (POVs) with your own hand or dollies. Freeman will impose material handling charges to any vehicles that access the loading dock ramp or any designated freight loading bays.

For safety and security measures inside the Expo Halls, rolling bags of any size are prohibited, including travel luggage/suitcases, large carry-ons, and rolling luggage carts. GHC has a luggage check service, and you can store these items at no charge.

If the luggage or large carry-ons contain the exhibit materials, the Security guards have the right to inspect them before granting access to the Expo Halls. Exhibitors must immediately bring the luggage/carry-ons directly to their booth.

Handouts/Literature Distribution

You may hand out literature, samples, or other promotional materials only within your contracted booth space or in a designated area preapproved by AnitaB.org. We will discard any unauthorized materials placed elsewhere.

Insurance

Show Management (AnitaB.org), the Facility (George R. Brown Convention Center – GRB) and Grace Hopper Celebration affiliates (vendors) do not provide any form of insurance to cover exhibitor activities and assumes no liability or responsibility for loss by any exhibitor from theft, fire, breakage or any other reason. The exhibitor and your Exhibitor Appointed Contractor agree to carry required insurance to cover these risks along with public liability insurance against injury to the person or property of others. Your organization and EACs must be able to provide evidence of such insurance to AnitaB.org and the GRB **upon request**. Please see the insurance requirement section.

Intellectual Property

The exhibitor (you) warrants and represents that it owns all intellectual property being used in promotion or exhibition at GHC. The exhibiting organization agrees to defend, at exhibitor's expense, and to indemnify AnitaB.org for any action brought against AnitaB.org directly arising out of any dispute over intellectual property.

Liability

The exhibitor agrees to, at all times, protect and defend, save and hold forever harmless, and fully indemnify AnitaB.org, its leadership, employees, and contractors from and against any and all claims, actions, losses, damages, costs (including reasonable attorney's fees), liability charges, or expenses directly arising out of or in conjunction with:

- 1) any property or personal injury or other occurrence to any property or person(s), including the exhibitor, its agents, employees, and business invitees, which directly arises out of or is in conjunction with the exhibitor's occupancy and use of the exhibition premises or any part thereof, and, further,
- 2) any alleged violations of any law or ordinance occasioned by the intentional or negligent actions of the exhibitor, its agents, employees, and business invitees.

AnitaB.org expressly disclaims any possible liability for the safety of the exhibitor's property or exhibit against robbery, fire, water, accidents of any sort, or injury or damage from any other cause. Should any loss by theft occur, the exhibitor agrees to report it immediately to the security person on duty, hired by the George R. Brown Convention Center.

Move-in

Please plan on arriving to set up your booth during the posted [move-in hours](#). We only will allow those with Booth Staff, All-Access, Individual Academic Registration, and EAC wristbands into the Expo Halls for move-in.

Move-out

All exhibitors must remain on the floor until the Expo Hall closes on the last day. Early dismantling is not allowed. Any organization that does not comply may lose its privileges to exhibit at future Grace Hopper Celebrations. If you must leave prior to your boxes/crates arriving back to your booth, you can contract with Freeman to dismantle and ship your items back to you. A move-out letter with shipping instructions and a Material Handling agreement with complete instructions will be delivered to your booth on the morning of Friday, September 28. **You must complete and return this form to Freeman to release your freight to your carrier.**

Personal Transportation Devices

Personal transportation equipment such as rollerblades, razor scooters, skates, skateboards, and hover boards are not permitted on GRB premises.

Sponsor-hosted Events

Space will be made available in one of the official celebration venues on a first request basis. Space is limited and will be approved for events that meet the guidelines below:

- 1) Sponsor agrees not to hold any meetings or events during GHC hours that AnitaB.org reasonably believes may have an adverse effect on attendance at GHC unless previously approved in writing by AnitaB.org;
- 2) Prior to scheduling an event in conjunction with GHC, sponsors agree to provide in writing to AnitaB.org detailed information for the planned event. Details will include date, time, location, planned audience, planned number of attendees, and type of function. You will email details to GHC@AnitaB.org and will be kept confidential; and
- 3) AnitaB.org believes its community should be truly open for everyone. As such, AnitaB.org is committed to providing a friendly, safe, and welcoming environment for all attendees of GHC free from discrimination, including on the basis of gender, gender identity, sexual orientation, disability, race, ethnicity, age, and religion. This principle extends to events held by GHC sponsors, and sponsors agrees to operate with this principle in mind. Therefore, if a sponsor event has capacity and an attendee walks up and asks to be included, sponsors are expected to honor GHC principles and welcome them.

Official Grace Hopper Celebration Venues

- George R. Brown Convention Center (GRB)
- Toyota Center
- Hilton Americas-Houston
- Marriott Marquis Houston
- Hyatt Regency Houston

AnitaB.org has not secured meeting or function spaces in hotels outside of the GHC venues. GHC policies restrict sponsoring organizations from holding events during GHC hours. All sponsor events must conform to the 2018 GHC Sponsorship Terms (sponsor contract) agreed to at the time of your sponsorship purchase.

Photography & Filming

AnitaB.org reserves the right to use any photography from the event for marketing purposes. By entering Grace Hopper Celebration venues, you acknowledge your image and your organization's booth property may be used in marketing and press materials.

You may not take photographs or record video during move-in or move-out. During GHC hours, photography is permitted. Sponsors who contract with someone other than the official show photographer must treat the photographer as he would any other booth staff and purchase a registration. You may purchase additional booth staff registrations for \$600 per registration until June 22 or when sold out. To purchase additional registrations, send request email to your Business Development Executive or BusinessDevelopment@AnitaB.org.

You may not deny a reasonable request from an attendee to photograph an exhibit from the aisle. You may not photograph or videotape another exhibitor's display without permission from that exhibitor.

Press

All sponsors should direct any press-related inquiries to Hotwire, our PR agency, at AnitaB@hotwireglobal.com. Hotwire will also coordinate with AnitaB.org to allocate press registrations. Hotwire will do a case-by-case evaluation in coordination with AnitaB.org.

Hotwire will release a comprehensive media guide for sponsors that will go out approximately six to eight weeks before GHC. The media guide will include information, tips, and ideas about media relations at the event, social media, photography, and videography. Hotwire will also release the list of attending press a few weeks before the event.

Protection of the Exhibit Facility

Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the Expo Halls without permission of AnitaB.org and the proper building authority. Packing, unpacking, and assembling of exhibits shall be done only in designated areas and in conformity with directions of the exhibit manager, the convention hall manager, or their assistants.

Security/Access Control

Uniformed Security Guards and Badge Checkers will be stationed throughout the Celebration and Expo Hall entrances on a 24-hour basis and will patrol the Expo Hall floor during non-GHC hours. We take every reasonable effort to prevent losses. The final responsibility, however, lies with the exhibitor. We advise that display materials of value and/or items such as laptops, small monitors, expensive products, etc. be removed with the exhibitor at the end of each day. You may also hire your own private booth security through our security company. To hire security for your booth, the order form is available on the Freeman Online portal, available in May.

After GHC, if you have any materials/items being shipped out, please remain in your booth until Freeman has picked up your boxes.

Subleasing

Participant may not share, sell, assign, sublease, or charge admission for entry into any portion of their space (including to an affiliated company) without prior written consent from AnitaB.org. Companies that have been granted permission to share space with an affiliate or partner must exhibit under one name only.

Technology Showcase Booths

For Corporate and Government Sponsors who have purchased Technology Showcase booths, the Technology Showcase will be in separate and adjacent halls to the Career Fair and Interview Hall Booths, Level One of GRB.

This showcase is a new area where sponsors can highlight their products; **it is not to be used for recruiting purposes.**

- Sponsors may purchase Technology Showcase Booths up to the size of their Career Fair Booth.
- Items displayed must be manufactured by the sponsoring organization.
- Technology Showcase participants have an option to present one 15-minute demonstration in the Expo Theater.

You must submit the Technology Showcase booth design, booth activity plans, and product description. Sponsors can submit the drawings of proposed designs, including measurements/dimensions of all fixtures, elements, and signage. The form is at Freeman Online > Exhibitor Information, available in May.

GHC requires sponsors to have flooring in their booth space. Visit Freeman Online > Order Products & Services > Flooring to choose your flooring and submit your order. You may provide your own floor covering; however, you must notify Freeman. Any flooring that is used in your booth should not create a different elevation that creates a tripping hazard or does not comply with accessibility guidelines. If you do not order flooring, we will install standard carpeting, and will charge the cost to the account on file.

FIRE MARSHAL REGULATIONS

Fire Protection

All materials used in the construction and decoration of an exhibit must be flame retardant. All carpeting and floor coverings must have Class I flame spread rating and UL between 0 and 25. We will strictly enforce this. You must conform to all standard fire codes of the Facility. We do not permit any combustible materials or explosives in or around the exhibit areas. You shall not allow your displays to block the view of, or impede access to, fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment. Smoking is prohibited in the GRB. Review the GRB Fire Rules on their website.

Fuel Sources

The GRB prohibits Flammable or volatile materials are prohibited within the GRB unless approved, in advance and in writing, by the fire marshal and the General Manager. Use of flammable compressed gas cylinders is strictly controlled within the Facility and generally prohibited. Non-flammable compressed gas cylinders must be secured to prevent toppling. Also review the GRB Fire Rules.

Covered Structures/Multi-story Booths

You must submit engineering drawings for multi-story structures to AnitaB.org at least 30 days before the event; we will submit these plans to the GRB for approval and issuance of a Building Permit. Here are the guidelines:

- 1) Meet or exceed the requirements of NFPA 101 Life Safety Code 2000 ed.
- 2) Drawings must bear a current, registered design professional's stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
- 3) Measurements must be in inches/feet (not metric).
- 4) Multi-deck structures exceeding 300 sq. ft. of net floor area must have two remote exit stairs; occupant load factor is 15 net sq. ft. per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
- 5) Stairway widths shall be:
 - a) A minimum of 36 inches where the occupant load of the upper level is less than 50.
 - b) A minimum of 44 inches where the occupant load of the upper level is 50 or more.
 - c) You must state the occupant load on the plan.
- 6) Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
- 7) Handrails are required on both sides. You must place a sign at the bottom of the stairs stating, "Please use caution and hold the handrail."
- 8) Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
 - a) Occupant load does not serve more than three.
 - b) Clear width of stairs is not less than 26 inches.
 - c) Handrails shall be provided on both sides.
- 9) Guards shall:
 - a) Not be less than 42 inches high.
 - b) Open guards shall have intermediate rails or an ornamental pattern to prevent a four-inch diameter sphere to pass through any opening up to a height of 34 inches.

- 10) Install battery-operated smoke detectors on a smooth surface under the first level ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level with a covered ceiling.
- 11) Hard covered ceilings shall have a smoke detector installed. If you use fabric/textile to cover the upper deck area, it must be flame resistant. You must submit your certificate with the plan.
- 12) Provide one portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed company at each level of the exhibit.
- 13) Any stationary units (container or other units) using the upper areas as a deck must submit plans.

Utility Areas

Per fire marshal regulations, utility areas are located behind every booth (except island configurations) and are to be kept completely free and clear at all times. Labels (empty stickers) to mark your boxes or cases for storage are available at the Freeman Exhibitor Service Center in the Expo Hall. Any items found in the utility area will be stored at your expense and returned at the close of GHC. We will strictly enforce this.

Final Authority

AnitaB.org is the sole and final authority as to the interpretation of these rules and their application. We may issue specific variances or exceptions for special situations upon request. Such variances do not establish a precedent or permanent modification beyond the specific case involved. AnitaB.org may make modifications to a booth without specific permission of the exhibitor and at exhibitor's own risk and expense, in order to satisfy the terms and intent of the GHC Rules and/or the fire marshal. Furthermore, AnitaB.org has the authority to establish penalties, including the removal from current or future GHC events, for violations; our decision is final.

UNION LABOR REQUIREMENTS

Texas is a right-to-work state. Therefore, there are no restrictions or requirements to use union labor for product or equipment installation or dismantling (I/D) provided exhibitors use full-time permanent employees. Spouses, children, friends, and temporary help labor are not permitted in the I/D activities. Simply stated, it means exhibitor personnel can set up their own products and equipment within the confines of their contracted exhibit area. Exhibitors requiring the assistance of forklifts, cranes, and/or other power/motorized I/D equipment would order same and related operations from the Official Service Contractor – Freeman. Exhibitors may not “borrow” tools from the Exhibit Facility and/or the Official Service Contractor.

Material Handling

Freeman will be the sole authority on all matters in the dock area including, but is not limited, to items like assignment of dock space and loading or unloading materials and equipment. You should use Freeman personnel for material/product/equipment handling to and from the dock area to the exhibit space. Freeman personnel will operate forklifts, cranes, and all other equipment for the unloading of all display materials, machinery, product, and equipment.

Additionally, you cannot “borrow” forklifts, dollies, hand trucks, carts, etc. from the GRB and/or Freeman to uncrate, un-skid, move, position, assemble, re-skid, and/or re- crate, etc. your equipment, products, or displays.

In General

Please direct any questions arising with regard to union jurisdictions or practices to Freeman at FreemanHoustonES@freeman.com before GHC and at the Freeman Exhibitor Service Center at the back of Hall E during expo hours. Craftsmen at all levels have been instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor.

Safety

We do not permit standing on chairs, tables, or other rental furniture. This furniture is not engineered to support standing weight. Neither Freeman nor AnitaB.org are responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order installation and/or dismantling labor through Freeman.

Gratuities

We do not permit any solicitation of tips or gratuities in any form. Please do not tip any Freeman employee, as all are paid at an appropriate, professional wage scale.

SECURITY INFORMATION

All exhibitors are responsible for their own equipment, products, and displays. We expect you to purchase adequate insurance to protect against potential loss or damage.

Suggested Security Precautions

AnitaB.org shares your concern for the security of your products and has taken steps to ensure a safe, secure environment for all exhibitors. AnitaB.org will provide perimeter security for the duration of GHC and additional security during move-in and move-out to be stationed at primary freight entrances.

However, AnitaB.org cannot provide security for each and every booth in the Expo Hall and is not responsible for any theft or damage to exhibitors' products or displays. You may hire your own personal booth security.

We highly recommend you take the following precautions:

- **OBTAIN PROPERTY INSURANCE** that includes a rider to your existing policy to protect your entire exhibit and products from the time they leave your place of business until they return.
- Avoid shipping valuables to GHC in cartons or crates marked with their contents visible to the public.
- Do not store products in "EMPTY CARTONS."
- Prepare your product for shipping. You should package all shipments in a way that protects against damage during transport.
- Make a complete list of all products shipped, listing detailed descriptions whenever possible.
- Secure your staff's personal property, briefcases, coats, cameras, purses, etc. at all times (move-in/move-out is the most vulnerable time).
- Stay with your products on closing day until your products are securely packed and marked for shipment. Make outbound shipping arrangements in advance of the close of GHC at the on-site Freeman Exhibitor Service Center.
- Inform the staff members working in your booth of the rules regarding removal of merchandise from GHC.
- If desired, you can order private booth security for your booth (at your expense) via Freeman Online.
- Please do not wait until the end of GHC to inform AnitaB.org of damage or theft. Contact security and/or event staff on site immediately.

Responsibility and Liability

Each exhibiting organization must carry its own insurance. Please read and update your policies and consult with your insurance counsel to be sure of proper coverage. See the [insurance](#) section in this guide. It is not possible for AnitaB.org, the general service contractor, or subcontractors to obtain a blanket insurance policy covering any potential losses to exhibitors.

INSURANCE REQUIREMENTS

We require all exhibitors and their Exhibitor Appointed Contractors (EACs) at GHC to carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. This insurance must be in force during the lease dates of GHC: September 23 – 29, 2018. This includes move-in and move-out days. Your organization and EACs must be able to provide evidence of such insurance to AnitaB.org and GRB **upon request**. Please do not send or mail the insurance certificate to AnitaB.org, Freeman, or GRB.

At your own expense, you must maintain insurance in effect throughout GHC, including move-in and move-out days as outlined below.

Your certificate of insurance must show that there is in effect:

Commercial General Liability insurance coverage of not less than \$1,000,000 single occurrence/\$2,000,000 aggregate combined limit for bodily injury and property damage, including coverage for personal injury, broad form contractual liability, operation of mobile equipment, product and liquor liability (where applicable), and automobile liability insurance coverage of not less than \$1 million combined single limit for bodily injury and property damage, including coverage for non-owned and hired vehicles, including loading and unloading operators, in which the Anita Borg Institute and the George R. Brown Convention Center are named as additional insured.

You also agree to obtain and maintain in effect throughout GHC workers' compensation and employers' liability insurance in such minimum amounts as are required by law or are otherwise consistent with prudent business practice. You agree to waive the right of subrogation of their insurance carrier against the AnitaB.org and the GRB to recover loss sustained for real and personal property.

Additional Insured

Anita Borg Institute for Women and Technology 1501 Page Mill Road, MS 1105 Palo Alto, CA 94304 (650) 352-7500	George R. Brown Convention Center (GRB) 1001 Avenida de las Americas Houston, TX 77010 (713) 853-8000
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Property Insurance

AnitaB.org, its contractors, and the George R. Brown Convention Center do not maintain insurance policies covering exhibitors' property. We highly recommend that you take appropriate steps to insure your products and displays from the time they leave your place of business until their return after the event. This Property Insurance is different and separate from the required Commercial General Liability Insurance policy. Exhibitors should obtain adequate insurance coverage, at their own expense, for any property loss or damage.

Obtaining Insurance

You may choose to either add riders to your existing insurance policies, or purchase new policies for either the required Liability Insurance or the recommended Property Insurance coverage.

Insurance Providers

There are many insurance carriers offering Exhibitor Liability and/or Exhibitor Property Insurance policies, and a quick search on the internet can help you find one that best suits your needs. Some offer only Exhibitor Commercial General Liability insurance and others offer both the Commercial General Liability and Property insurance policies. AnitaB.org does not endorse or recommend any specific insurance provider.

VENDORS

Official Contractor

Freeman is the GHC official convention services contractor for GHC 18. Please refer to the [Booth Packages](#) page for more information on what items are included with your sponsorship. You can order material handling, labor, flooring, furnishings, lighting, and other items through Freeman, as well as turnkey exhibit solutions. You will find all of our other official vendor forms on Freeman Online starting in May. If you have any questions about ordering exhibit services or arranging for shipping, please contact Freeman directly. Visit Freeman Online > Order Product & Services to order services for Freeman, available in May

Contact

Email: FreemanHoustonES@freeman.com

Phone: (713) 770-6750

Audio/Visual

PRG will provide audio/visual services in the Expo Hall at GHC. Visit Freeman Online > Order Product & Services > Audio Visual Solutions to order services.

Contact

Email: tradeshows@prg.com

Phone: (404) 214-4800

Food & Beverage

Levy is the exclusive caterer for the GRB. You must purchase all food dispensed from booths, including bottled water, through Levy, and you may not bring in items from outside sources. Catering service is available. You may obtain it for your Career Fair/Technology Showcase/Interview Hall booth(s). Please contact Levy directly with all food and beverage questions. Visit Freeman Online > Order Product & Services > Food & Beverage to order catering services.

Contact

Shane Simpson

Email: ssimpson@levyrestaurants.com

Phone: (713) 853-8182

Conference Hotels

Please make sure to secure your hotel rooms early through Orchid Event Solutions. Beginning in April, and upon receipt of full payment for your sponsorship or a fully executed purchase order, you will receive communications regarding hotel room requests and deadlines. More information can be found on the GHC website.

Contact

Email: ghchousing@orchideventsolutions.com

Phone: (888) 287-7454

Utilities

Smart City is the exclusive GRB provider for electrical, internet, telecommunications, and Wi-Fi along with water, gas, and air.

Electrical

Electricity is not included in any of the booth packages. If you require power in your booth you will need to order electricity via Freeman Online, available in May. Visit Freeman Online > Order Product & Services > Electrical > GRB link to order electrical service.

Contact

Angelica Grant

Email: agrant@smartcity.com

Phone: (713) 853-8120

Internet, Telecommunications, and WiFi

AnitaB.org provides complimentary Wi-Fi available throughout GRB. However, this service is provided as an amenity for the attendees **and is not for exhibitor use**. There is a risk of interference with the provided Wi-Fi when exhibitors bring their own devices for use within their booth space. Exhibitors may not bring or operate a modem or company Mi-Fi in their booths. If you require any network service in your booth, please order a dedicated internet connection through Smart City. Visit Freeman Online > Order Product & Services > Telephone & Internet > Smart City link to order services.

Contact

Email: csr@smartcity.com

Phone: (888) 446-6911

Lead Retrieval (Badge Scanning)

Cvent will manage our exhibitor lead retrieval scanner rentals. You may order a lead retrieval device if you would like to capture attendee data. You may only use your scanner within your Expo Hall (Career Fair, Technology Showcase, and Interview Hall) booth space; you may not use it at sessions or social events. Visit Freeman Online > Order Product & Services to order devices.

Contact (available in summer)

Security

If you need dedicated security for your booth, you may order services through GHC contracted Security Company. We highly recommend exhibitors not leave small electronics or personal items in the Expo Halls. Visit Freeman Online > Order Product & Services to order services.

Contact (available in summer)

TRAVEL & SERVICES

GHC Hotels

We have negotiated special rates at hotels in the area surrounding the GRB. Once we receive payment for your sponsorship, we will send an email to the primary sponsor contact with a link to the hotel site so you may make reservations. For more information, visit the GHC website. Please make sure to review the [Important Dates](#) section of this guide for a list of hotel deadlines.

Shuttles

We will offer complimentary shuttle services from contracted hotels that are not located within walking distance of the GRB. We will post shuttle route information on GHC website in September.

Below are the hotels located within easy walking distance, which will not have shuttle service:

- Hilton Americas-Houston
- Marriott Marquis Houston
- Embassy Suites by Hilton Houston Downtown
- Four Seasons Hotel Houston
- Holiday Inn Express Houston-Downtown
- Hampton Inn/Homewood Suites Downtown
- Westin Houston Downtown

Local Information

For more information about Houston, review the [Visit Houston](#) website.

Conference Services

CHILD CARE

AnitaB.org is proud to provide complimentary child care for all attendees for children aged 0 to 12 years (space limited). We will post information about booking child care on the GHC website in summer.

ADA ASSISTANCE

We want everyone to be a part of GHC. We are happy to provide assistance to attendees who may require special accommodations. We will post information about accessing special services on the GHC website in summer.

LUGGAGE/COAT CHECK

We offer luggage and coat check for exhibitors and attendees. We will post information, location, and hours later this summer on the GHC website.

BUSINESS CENTER

The GRB offers a FedEx printing and shipping facility located on the Level Two of the GRB.

We updated this document on April 10, 2018. If you are printing or downloading, please make sure you check for the most up-to-date version.