

GHC 18: KNOW BEFORE YOU GO

Thank you for your sponsorship of the 2018 Grace Hopper Celebration. Below are useful tips to maximize your experience.

LOCATION OF CAREER FAIR, INTERVIEW HALL, AND TECHNOLOGY SHOWCASE

George R. Brown Convention Center (GRBCC) 1001
Avenida de las Americas, Houston, Texas 77010
Interview Hall (Halls A & B)
Career Fair & Technology Showcase (Halls C, D, E)

MOVE-IN & MOVE-OUT HOURS

Exhibitor Move-in	Sunday, September 23	Starting at 12 noon; by appointment only*
	Monday, September 24	8 a.m. – 5 p.m.
	Tuesday, September 25	8 a.m. – 5 p.m.
	Wednesday, September 26	8 a.m. – 9:30 a.m. (final touches only)** 9:30 a.m. – 11:30 a.m. (final cleaning)
<i>*To arrange for an appointment, contact Freeman by September 12 at FreemanHoustonES@freeman.com or (713) 770-6750.</i>		
<i>**You must complete move-in by 9:30 a.m. on Wednesday, September 26.</i>		
Exhibitor Move-out	Friday, September 28	2 p.m. – 10 p.m.
		<ul style="list-style-type: none">• NO dismantling or packing before the Expo 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.

EARLY ACCESS HOURS

Wednesday, September 26	8 a.m. – 11:30 a.m.
Thursday, September 27	7 a.m. – 9 a.m.
Friday, September 28	7 a.m. – 9 a.m.
<i>Booth Staff, Individual Academic, and all Access Badges or Exhibitor Appointed Contractor (EAC) wristband provides you early access</i>	

PUBLIC EXPO HOURS

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

NOROLLING BAGS POLICY IN EXPO HALL

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.

EXHIBITOR BADGE PICK-UP

IDs are required to pick-up badges.

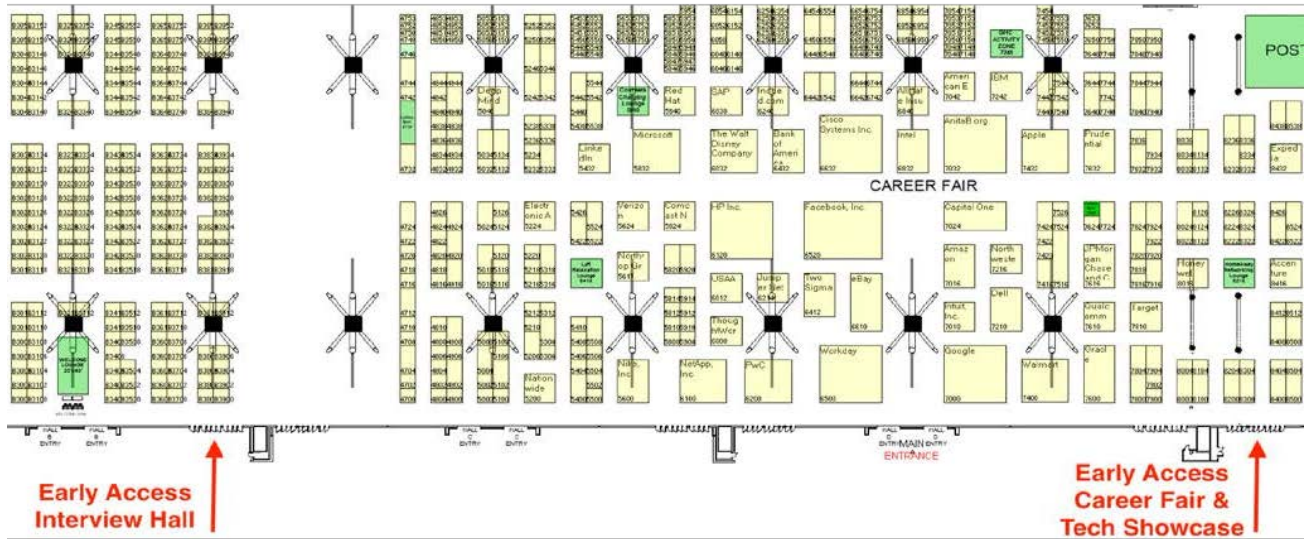
Date	Time	Location
Sunday, September 23	8 a.m. - 5 p.m.	GRBCC*
Monday, September 24	8 a.m. - 5 p.m.	GRBCC*
Tuesday, September 25	8 a.m. - 9 p.m.	GRBCC*
	12 noon - 9 p.m.	Satellite locations at Hilton Americas, Marriott Marquis, and Hyatt Regency
Wednesday, September 26	7:30 a.m. - 5 p.m.	GRBCC* (satellite locations at Hilton Americas, Marriott Marquis, and Hyatt Regency)
Thursday, September 27	7:30 a.m. - 5 p.m.	GRBCC*
Friday, September 28	8 a.m. - 3 p.m.	GRBCC*

**GRBCC: George R. Brown Convention Center*

EXHIBITOR APPOINTED CONTRACTOR (EACs) WRISTBAND PICK-UP

Every day upon arrival at the GRBCC all EACs must go through a security check, this entrance is marked “Labor Check-in” and is located on the corner of Polk and Chartres (behind Hall E). EAC staff must be on the approved list and show ID to receive their daily wristbands at this location. Once a wristband has been acquired, EACs are to use either the loading dock or the Early Access Entrances. Wristband pick-up does not apply to registered booth staff. Parking is available for EACs in any garage or surface parking lot. Avenida South Garage is the closest parking garage.

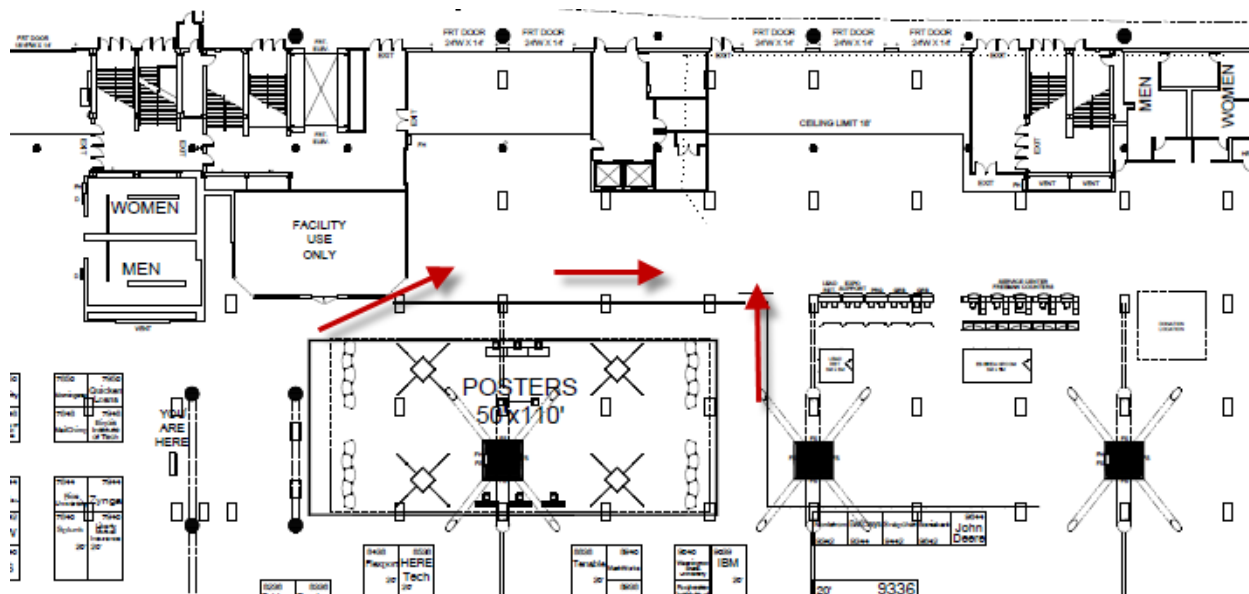
EARLY ACCESS ENTRANCES FOR INTERVIEW HALLS, CAREER FAIR, AND TECHNOLOGY SHOWCASE



EXHIBITOR SERVICE DESK

At the Service Desk, you will find the following vendors that will be able to assist you:

Vendor	Service Provided	Contact Information
Freeman	General Contractor for Booth Furnishings, Rentals, Shipping, Material Handling, etc.	FreemanHoustonES@freeman.com 713-853-8297
Smart City	Electrical, Internet, and Telecommunications	csr@smartcity.com 888-446-6911
Staging Solutions (GRBCC Services)	Rigging	713-853-8180
Levy (GRBCC Services)	Catering (exclusive provider of F&B for GRBCC)	ssimpson@levyrestaurants.com 713-853-8182
PRG	Audio Video & Computer Equipment	tradeshows@prg.com 404-214-4800
Cvent	Lead Retrieval Devices	leadcapture@cvent.com 866-318-4357 Ext. 4



INTERVIEW WAITING ROOM

We have created two rooms in the Interview Hall for interview candidates to wait and prepare for their interview with you. The rooms will be located at the main entrance Hall B (behind the Welcome Desk) and between B1300 and B1600 rows.

WIFI

- Complimentary WiFi is available throughout the GRBCC. However, it is for attendee use and not intended for exhibitors.
- There is a risk of interference with the conference WiFi when exhibitors bring their own devices for use within their booth space. If you require any network service in your booth, please order a dedicated internet connection through Smart City, our WiFi provider for GHC, using the order form in the [Freeman Online Expo Portal \(FOL\)](#) > [Shop Products & Services](#) > [Telephone & Internet](#).

COAT & LUGGAGE CHECK SERVICE

A Coat & Luggage Check service will be conveniently located at the George R. Brown Convention Center (GRBCC). You must collect your items at the end of each day.

Service Hours:

Wednesday, September 26	7:30 a.m. - 6 p.m.
Thursday, September 27	7:30 a.m. - 6 p.m.
Friday, September 28	8 a.m. - 6 p.m.

GHC SHUTTLE SERVICE

GHC will provide complimentary shuttles from official GHC hotels to the George R. Brown Convention Center (GRBCC). View [shuttle schedule](#).

RESOURCES

Exhibitor Service Manual: Make sure you have ordered everything you need from the [Freeman Online Expo Portal \(FOL\)](#).

- Exhibitor Reference Guide: This is your A to Z [Guide](#) for Expo information.
- Exhibitor FAQ: [Answers](#) to all your Expo questions.
- Sponsor Training Webinar Recordings: Have questions or need a refresher? Webinar recordings are posted to the Freeman Online Expo Portal (FOL) under [Resources](#) > [Expo Webinar Trainings](#).
- GHC Website: Visit the [Grace Hopper Celebration](#) website for more detailed information.

If you have any last-minute questions, please email GHC@AnitaB.org.

**Thank you for your support of the 2018 Grace Hopper Celebration.
Have a great event!**