



2018 Grace Hopper Celebration Booth Selection Process & Timeline

Booth Selection Process

- Booth selection is via an electronic process.
- Sponsors will receive an invitation for selecting the Career Fair, Technology Showcase, and Interview Booths based on the following criteria:
 - I. Level: Diamond will select first, then Platinum, and so on.
 - II. Date of Agreement: Sponsors within each level of sponsorship will select based on the order of the date of agreement to participate. If more than one company shares the same date for the agreement, the sequence will be based on the sales order.
- You will select your top location choices based on the booth size you have registered for. For example, if you registered for four (4) 10' x 10' booths, you can select a 20' x 20' booth space or any available configurations that adds up to 400 sq. ft.
- If you want a larger booth, you must register for that size of booth before your assigned selection timeframe (see pages 5-7).
- Sponsors must finalize and pay in full for the total booth size before they are allowed to set up during move-in days.
- Your requested booth location may be subject to minor modifications in order to ensure that the expo hall floor space is efficiently utilized and in accordance with fire marshal regulations.

Note: Interview and Technology Showcase Booths are available only to specific sponsorship levels. Please check your sponsorship details before you get started on the selection process.

POST-SUBMISSION CHANGES

- If you decide to change your booth size and/or location, you will restart the booth selection process in the next wave. Booth spaces are subject to availability and cannot be reserved. Changes are subject to availability.

All booth selections must be completed no later than **July 17, 2018, 5 p.m. PST.**

For further inquiries on booth selection, email: ExpoSupport@AnitaB.org

For other GHC-related questions, email: GHC@AnitaB.org

Booth Selection Invitations

- The primary contact in your company will receive an invitation email containing instructions and a portal link. These emails will be sent out in waves based on sponsorship level and the date of agreement.
- **You have 48 hours upon receipt of the email to make your booth selection.** We recommend you review the timeline to prepare for your level's turn. If you haven't finalized your booth size or the number of booths you want, you can either select the number of booths for which you already registered, or wait until the next wave while finalizing plans.
- In the Booth Selection Invitation email, please complete the following steps:
 1. Confirm the contact information.
 2. Confirm Career Fair booth size and booth configuration.
 3. Select up to eight (8) preferred Career Fair booth locations.
 - *View the floor plan, select and rank booth locations matching the size of booth for which you registered.*
 4. Select up to three (3) preferred Technology Showcase booth locations (if applicable).
 - *View the floor plan, select and rank booth locations matching the size of booth for which you registered.*
 5. Confirm Interview booth size (if applicable).
 - *Select the range of Interview booths you are interested in.*
- We will email you a confirmation email with your final booth location according to the process timeline.

Booth Selection Timeline

DIAMOND SPONSORS:

Booth Selection: May 1 through May 2

Booth Confirmation emailed by May 8

PLATINUM SPONSORS:

Wave 1 Booth Selection: May 7 through May 8

Wave 1 Booth Confirmation emailed by May 14

Wave 2 Booth Selection: May 14 through May 15

Wave 2 Booth Confirmation emailed by May 21

Wave 3 Booth Selection: May 21 through May 22

Wave 3 Booth Confirmation emailed by May 29

Booth Selection Timeline

GOLD SPONSORS:

Wave 1 Booth Selection: May 29 through May 30

Wave 1 Booth Confirmation emailed by June 1

Wave 2 Booth Selection: June 4 through June 5

Wave 2 Booth Confirmation emailed by June 11

Wave 3 Booth Selection: June 11 through June 12

Wave 3 Booth Confirmation emailed by June 18

Wave 4 Booth Selection: June 18 through June 19

Wave 4 Booth Confirmation emailed by June 25

Wave 5 Booth Selection: June 25 through June 26

Wave 5 Booth Confirmation emailed by July 2

Wave 6 Booth Selection: July 9 through July 10

Wave 6 Booth Confirmation emailed by July 16

Wave 7 Booth Selection: July 16 through July 17

Wave 7 Booth Confirmation emailed by July 23

Booth Selection Timeline

SILVER SPONSORS:

Wave 1 Booth Selection: June 4 through June 5

Wave 1 Booth Confirmation emailed by June 11

Wave 2 Booth Selection: June 11 through June 12

Wave 2 Booth Confirmation emailed by June 18

Wave 3 Booth Selection: June 18 through June 19

Wave 3 Booth Confirmation emailed by June 25

Wave 4 Booth Selection: June 25 through June 26

Wave 4 Booth Confirmation emailed by July 2

Wave 5 Booth Selection: July 9 through July 10

Wave 5 Booth Confirmation emailed by July 16

Wave 6 Booth Selection: July 16 through July 17

Wave 6 Booth Confirmation emailed by July 23

For further inquiries on booth selection, email: ExpoSupport@AnitaB.org

Thank you

BOOTH SELECTION QUESTIONS?

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