

IAGLR 2013 – Exhibitor Information



Registration Required

Full registration is provided for one representative as listed on the Exhibit Space Application form. All Exhibitors are required to register for the conference by going to <http://iaglr.org/iaglr2013/registration/>. In the 'comment box' on the registration form, please indicate 'Conference Exhibitor' and do not pay for the registration. Wendy Foster, the IAGLR Business Manager, will waive the registration fee. Name tag and registration materials will be available at the welcome desk upon your arrival. Please note that any additional charges, such as parking fees or additional Banquet tickets, will not be covered under the complimentary registration fee (see parking information below). If there will be extra charges with the registration, the Exhibit's representative can pay for those extra charges when registration materials are picked up.

Exhibit Hours

IAGLR conference exhibits will be open daily between 9:00 a.m. – 5:00 p.m., except on Monday, when the exhibits will be open until 8:00 p.m. along with the Poster Session. Displays can remain all week in conjunction with our sessions, and exhibitors are particularly encouraged to participate in the core conference days of Monday - Thursday, June 3rd – 6th. Please note that breaks are scheduled at 9:20 a.m. and 3:20 p.m. with refreshments located in the Exhibitor's area. The Poster Session will be held Monday on the Third Floor of Stewart Center from 5:30-7:30 p.m. Exhibitors are encouraged to be present for this event.

Location

Exhibits will be located in Rooms 302-306 in Stewart Center. Floor plan of the Stewart Center and Exhibitor space is attached.

Move In/Out

All exhibitors must check in at the registration desk upon arrival. Exhibitors can setup Sunday between 4-7 p.m. or Monday morning from 7:00 a.m. – 5:00 p.m. Exhibit materials can be moved in by cart through the West Entrance of Stewart Center or through the back dock area located at the North end of Stewart Center. At either entrance, you can call 765-494-8807 to ask for assistance. Exhibitors should plan to move out of the exhibit hall by Thursday at 4:00 p.m. The conference ends at 5:00 p.m.

Parking

Exhibitors should park in Grant Street Garage during the conference. Parking passes for the Grant Street Garage may be purchased at the registration desk. If an exhibitor is staying in the Union Club Hotel, then parking is included in their overnight stay. If parking passes are not available for the Grant Street Garage, exhibitors can purchase parking passes for other nearby garages/lots at the Parking Services Office located on the map found here:

http://www.purdue.edu/pat/mainnav/parking/pdfs/parking_map.jpg

Security*

Stewart Center has 24 hr security through the building with building monitors. However, it is your responsibility to ensure your equipment is safe.

Shipping Instructions/Return Shipping

Materials may be shipped to Stewart Center at least seven days prior to the first scheduled move-in day but no more than 3 weeks. Exhibitors are responsible for all return shipping. Materials should be labeled as followed:

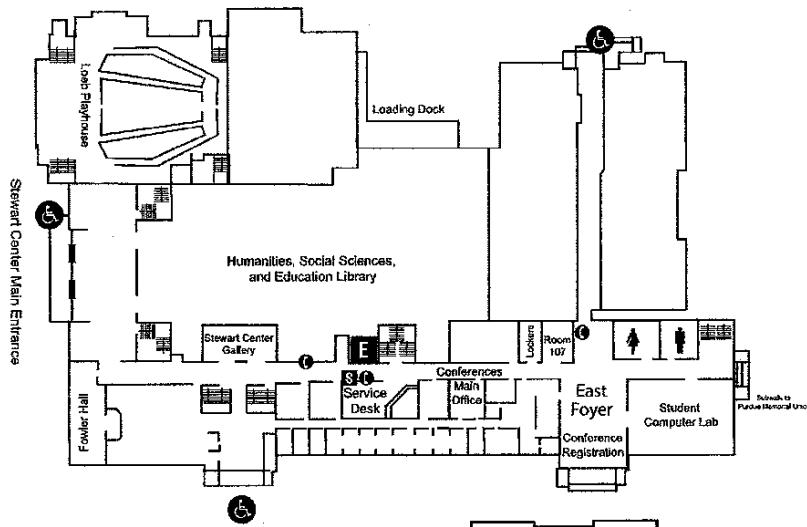
Purdue University Conferences
Attention: Kathy Walters
Reference: IAGLR
128 Memorial Mall, Stew 116
West Lafayette, IN 47907

PLEASE NOTE! All items sent must have Attention: Kathy Walters and Reference: IAGLR to ensure proper identification with the IAGLR Conference. All items shipped in will be placed in the exhibitor room to be ready for exhibitor upon arrival. If you are also shipping items back, the Purdue Conferences staff will also assist on the final day. Purdue Conferences will arrange for both FedEx and UPS pickups for exhibitors. Exhibitors need only box up their materials and apply appropriate shipping labels. Purdue Conferences staff will take care of shipping all items out.

Additional Information

Wi-fi is available in the building. Please request the passcodes at the registration desk. Contact Kathy Walters, kw@purdue.edu with questions or call 1-765-494-2758.

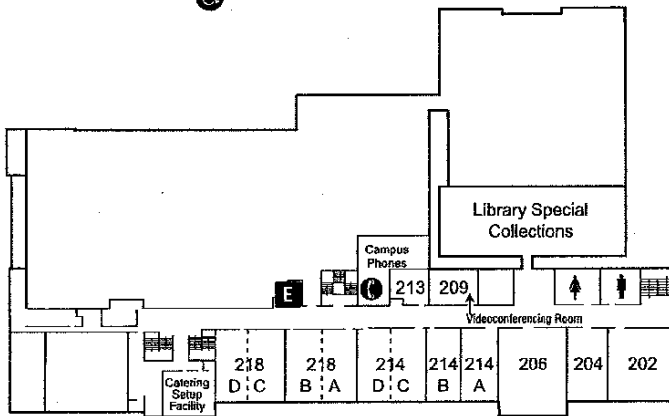
**IAGLR and Purdue University are not responsible for any loss.*



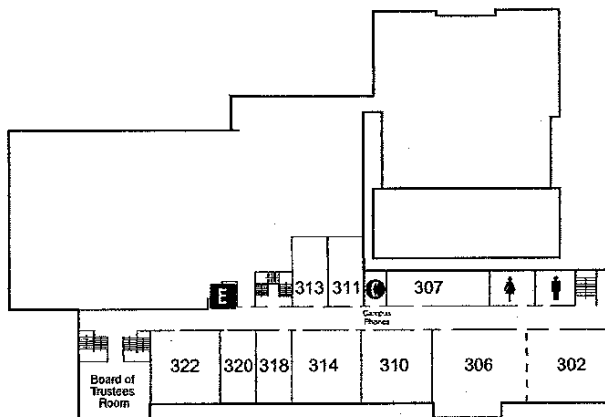
FIRST FLOOR

	Elevators
	Restrooms
	Wheelchair Accessible
	Phones
	ATM's

STEWART CENTER



SECOND FLOOR



THIRD FLOOR

ROOM 302 & 306

