

EXHIBITOR FAQs

Revised 3.8.2017

GROWING THE ORGANICS RECYCLING INDUSTRY

BioCycleEastCoast.com

BioCYCLE EAST COAST 17

APRIL 4, 5, 6, 7, 2017
Baltimore, MD Turf Valley Resort
Composting • Anaerobic Digestion • Food Recovery And Recycling
MARKETS, FINANCING, PUBLIC POLICIES, BEST MANAGEMENT PRACTICES

Conference Venue

Turf Valley Resort
2700 Turf Valley Rd.
Ellicott City, MD 21042
(410) 465-1500
BIOCYCLE EAST COAST17 will be held at the Turf Valley Resort where exhibits will be located in the Resort Ballroom.
Do not ship to this address. See Exhibit Shipping for information.

Parking

Complimentary parking at Turf Valley Resort

Airport Transportation

Taxi service available to Turf Valley Resort.
For Airport Shuttle, advanced reservation required. [More information/reservations](#)

Hotel Room Reservations

Please request BioCycle Conference Discounted Room Rates. Queen Double/Standard King: \$110/night plus tax.
Rates effective until block is full
Call (410) 465-1500.

Audiovisual Services

For televisions, large monitors, etc. Contact Total Audio Visual Systems Rocky Shipley, phone: 410-465-1500, ext 2228



Exhibit Registration Includes

- Exhibit registration fee of \$1695 includes:
- One 10' (wide) x 7' (deep) booth space (located in carpeted ballroom)
 - Free WiFi access in conference area
 - 8' Back Drape and 3, 3' Side Drape
 - 6' Skirted Table, 2 chairs and wastebasket
 - (1) Booth Identification Sign
 - Two Conference registrations (includes attendance of sessions, lunches, breakfasts, and reception, April 5)
 - Note: 5 AMP, 120 volt electricity is \$115

Material Handling

This is NOT an equipment show.

Preferred materials are pop-up banners, free-standing floor displays, literature, video monitors.

If you plan to display light equipment, adherence to these parameters is required:

- Maximum weight for crate/content: 1,000 lbs.
- Crates should be no larger than 5' long x 3' deep x 4' wide.
- All shipments are subject to receiving and storage fees.
- Electricity limited to one 5 AMP, 120 volt outlet for use with computer, screen, exhibit lights.
- Equipment may not run, produce any noise or odor and is not permitted to hold water.

Exhibit Shipping

IMPORTANT: All Exhibits Must Be Shipped To Holiday Display Company. (Turf Valley Resort will NOT accept exhibit shipments.)

Download shipping form:

http://bit.ly/hdc_bcec17

This form must be completed and sent to Holiday Display Company

Please note that handling fees apply: \$70.00 PER CWT (round up to nearest 100 lbs). Subject to a minimum of \$70.00 (1 CWT) per shipment. To reduce cost, send all packages at once.

Return freight handling: Freight can be picked up from show floor by a third party (i.e. FedEx, UPS, designated carrier) at no additional cost. HDC will not be responsible for any return freight unless requested to be returned to our warehouse.

Additional cost: Material handling charge: \$50. All carrier forms must be provided with the freight to be returned and exhibitor agrees to make arrangements with carrier for pick-up.

Ship material SO IT ARRIVES NO EARLIER THAN Monday, March 27 and NO LATER THAN Monday, April 3.

Shipments must be received between 9:00 am and 3:00 pm. (No shipments will be received on Saturday and Sunday, April 1 and 2)

SHIP TO:

Holiday Display Company, Inc.
c/o Complete Expo & Trade Show
1020 C Batavia Farm Road
Baltimore, MD 21237

HOLD FOR:

Guest Name and Exhibitor company
BioCycle East Coast17 Conference

Return Exhibit Shipping

Once exhibitors pack up their booth materials, Holiday Display Company will transfer packages to the warehouse for return shipping. Exhibitors are responsible for return freight via Call Tags for UPS, FedEx or private freight company and must have all labels and paperwork prepared in advance. Return shipments must be picked up from the warehouse address within 7 days after the close of the show in order to avoid additional charges. All shipments must be picked up between 9:00 a.m. and 3:00 p.m., Monday through Friday.

Questions?

Teri Sorg-McManamon
610-967-4135 ext. 33
advert@jgpress.com

Exhibit Setup And Registration

Tuesday, April 4
3:00 PM – 8:00 PM

All exhibits must be completely set up by
8:00 PM on Tuesday, April 4

Exhibit Ballroom Schedule

Exhibit Ballroom open all day during Conference sessions on Wednesday & Thursday, April 5 & 6. Continental breakfast, Buffet lunch and Coffee breaks, plus reception (April 5) held in Exhibit Ballroom

Wednesday, April 5, 2017

7:30 – 9:00 AM	Continental breakfast
10:15 – 11:00 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:15 PM	Refreshment break
6:00 – 7:30 PM	Reception

Thursday, April 6, 2017

7:30 – 8:30 AM	Continental breakfast
10:15 – 11:00 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:00 PM	Refreshment break
4:15 PM	Tear down

Terms And Conditions

By registering to exhibit, your company/organization agrees to follow the Terms and Conditions set forth by The JG Press, Inc. (dba BioCycle). The BIOCYCLE EAST COAST17 Conference venue is a hotel ballroom wherein exhibit space is limited to pop-up and free-standing floor displays. Exhibitors wishing to display “light equipment” — refer to the Light Equipment Parameters above. Contact Teri Sorg-McManamon, 610.967.4135, ext. 33 for a detailed description including weight and dimensions of equipment to be displayed within allotted exhibit space.

Equipment or devices producing noise or odors are not permitted. If these requirements are not met, The JG Press, Inc. reserves the right to require modification of any exhibit.

It is the responsibility of the exhibiting company to pay for additional charges incurred. At no time should any miscellaneous expenses be incurred by The JG Press, Inc.

Certificate of Insurance

BioCycle Conference exhibitors assume responsibility and agree to indemnify and defend The JG Press, Inc. (dba BioCycle) and Turf Valley Resort and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither The JG Press, Inc. nor the Turf Valley Resort maintain insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance.

(Send to Teri Sorg-McManamon at advert@jgpress.com)

Cancellation Policy

Refund	If Cancelled By
\$1,695.00	January 17, 2017
\$1,271.25	February 4, 2017
\$0.00	February 5, 2017

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