

- **Additional Sponsor Registration** – After calling in your allotted complimentary registrations, you may register additional Sponsor Registrations for \$595 each, using the **Sponsor and Exhibitor Staff Registration** form in this section or go online with the Group Code you received when calling in your complimentary registrations.
- **Complimentary 10' x 10' Exhibitor Staff Registration** - You have **two free** Exhibitor Staff Registrations included with your 10'x10' booth. Please call our office to enter your Complimentary Exhibitor Staff Registrations and obtain your Group Code to enter Additional Exhibitor Staff Registrations online.
- **Additional 10'x10' Exhibitor Staff Registration** – After your 1st two (2) registrations are called in, you may register as many **other** Exhibitor Staff as you feel are necessary for a fee of \$995 each. Go online using your Group Code obtained when you called in your free registrations or use the **Sponsor and Exhibitor Staff Registration** form in the registration section.

3. EXHIBITOR SERVICES

Freeman Decorating is the appointed general contractor and provides you with the following information:

- **Shipping & Drayage (QuickFacts)** - This section includes information and forms for all your shipping, drayage, materials handling, air freight and customs clearance requirements. If you have any questions about shipping and/or drayage, call the company involved for clarification. This will prevent any surprises on-site.
- **Booth Installation & Furnishings** - This section provides forms for ordering carpeting, rental booths, furniture, and labor.
- **Vendor Services** - This section includes order forms and information on contractors for many optional services you may need during DIGITAL PLANT, including:

« Audio-visual

« Business Center

« Catering

« Computer Equipment Rental

« Floral Services

Booth Utilities - Included are forms to order electricity, telephone, and Internet service in your booth. These services are ordered through the Hilton Americas Hotel using the .pdf forms in this section.

4. MARKETING OPPORTUNITIES

- **Conference Guide advertising and marketing programs** - Each exhibitor is entitled to a **Conference Guide Listing**. This handy catalog is given (free) to all attendees/visitors and is used constantly during the event and for reference afterwards. Advertising Rate Sheet information is included in this section. The deadline is **February 5, 2010**.

- *A variety of Promotional Opportunities are available to promote your company at this event. Details and reservation forms are located in this section. Promotional opportunities can truly highlight your company to the attendees.*

5. TRAVEL & LODGING

- *To reserve a **Hotel room**, please see the **Hilton Americas Hotel information sheet and link in this section.***
- *Information on **Enterprise and National Car Rental and Ground Transportation (cabs and shuttles)** is also located in this section.*
- *Click on the **Houston Area Information link** to find maps, transportation and entertainment options.*

FINAL NOTE:

*If you have any questions or need help preparing for **DIGITAL PLANT**, please contact:*

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