

## Conference Venue

Raleigh Marriott Crabtree Valley  
4500 Marriott Drive  
Raleigh, NC 27612  
(919) 781-7000

BIOCYCLE REFOR18 will be held at the Raleigh Marriott Crabtree Valley. Exhibits will be located in the Glenwood Ballroom.

## Airport Transportation And Parking

- Complimentary Shuttle to/from hotel (7AM-10PM) or taxi or ride-share service
- Complimentary Parking at hotel

## Hotel Room Reservations

Special BioCycle Conference Discounted Room Rates.  
Standard Guestroom:  
\$149 + tax/night  
Room block released Sept. 24, 2018  
[Reserve Online/Call \(919\) 781-7000](#)

## Audiovisual Services

To order televisions, large monitors, etc: [Download order form](#) and submit to [Arie Bobbit](#), Marriott Raleigh Crabtree Hotel

For questions regarding televisions, large monitors, etc.: [Kelvin Jones](#), ON SITE Audio Visual, or call (919) 781-7000 ext. 6012



## Exhibit Package Includes

- One 10' (wide) x 7' (deep) booth space (located in carpeted ballroom)
- Free WiFi access in conference area
- White 8' High Back Drape and 3' Draped Side Rails
- 6' Skirted Table, 2 chairs and wastebasket
- (1) Booth Identification Sign
- Two Conference registrations (includes sessions, lunches, breakfasts)

A maximum of two companies/organizations permitted to share one exhibit space.

Exhibit fee: \$1895 (Premium booth space: +\$500)

Electricity (5 AMP, 120 volt) is additional fee of \$115

## This Is Not An Equipment Show

Preferred materials are pop up banners, freestanding 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/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.

## Exhibitor Manual, Shipping & Return

Hollins Exposition Services is the official drayage, shipping and decorator for BIOCYCLE REFOR18. An email directly from Hollins on Tuesday, July 31st will include the Exhibitor Manual link and unique username and password for each exhibiting company. Within the Exhibitor Manual you will find specific parameters for shipping and light equipment, conference schedule and important details for exhibitors.

If you don't have an email from Hollins by end of the day EST, Tuesday, July 31, please call Amanda Nelson at 336-265-3434.

## Exhibit Ballroom Schedule

### Tuesday, October 16, 2018

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 – 9:00 PM	Biogas Industry Awards Dinner

### Wednesday, October 17, 2018

7:30 – 8:30 AM	Continental breakfast
9:45 – 10:30 AM	Coffee break
12:15 – 1:45 PM	Buffet lunch
3:30 – 4:00 PM	Refreshment break
4:15 PM	Tear down

Exhibit Ballroom open all day during Conference sessions on Tuesday & Wednesday, October 16 & 17. Continental breakfast, Buffet lunch and Coffee breaks, held in Exhibit Ballroom

## Exhibit Set Up And Registration

Monday, October 15  
2:00 PM – 7:00 PM

All exhibits must be completely set up by 7:00 PM on Monday, October 15

## Cancellation Policy

Refund	If Cancelled By
\$1,895.00	July 31, 2018
\$1,421.25	August 15, 2018
\$0.00	August 16, 2018

## Questions?

Teri Sorg-McManamon  
610-967-4135 ext. 33  
[advert@jgpress.com](mailto:advert@jgpress.com)

## 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 REFOR18 Conference venue is a hotel ballroom wherein exhibit space is limited to pop-up and freestanding floor displays. Exhibitors wishing to display "light equipment" — refer to the Light Equipment Parameters above. Contact Teri Sorg-McManamon, 610.967.4135, ext. 33 with 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 the responsibility of 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 Raleigh Marriott Crabtree Valley 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 Raleigh Marriott Crabtree Valley maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

Send Certificate Of Insurance to Teri Sorg-McManamon at [advert@jgpress.com](mailto:advert@jgpress.com)