

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

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

Audiovisual Services

For televisions, large monitors, etc.:
Ashley Lehman, ON Site Audio Visual
lehman@onservices.com
or call 919-785-5090

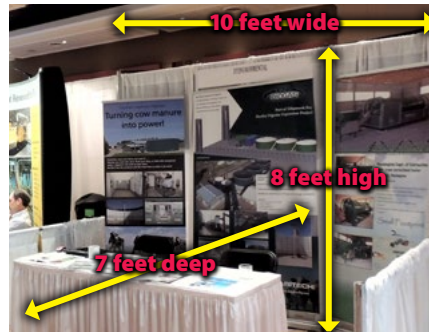


Exhibit Package Includes

- 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' Side Rails
 - 6' Skirted Table, 2 chairs and wastebasket
 - (1) Booth Identification Sign
 - Two Conference registrations (includes attendance of 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, 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/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. Confirmed exhibitors should expect an email from Hollins with the Exhibitor Manual and shipping details. 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 receive an email from Hollins by September 17, please contact Amanda at (336) 315-5225 ext. 34**

Exhibit Ballroom Schedule

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 Setup 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

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

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

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 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 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