



Dear PHM 2010 Exhibitor Point of Contact,

Welcome and thank you for your decision to exhibit at the Annual Conference of the Prognostics and Health Management Society located at *Portland Hilton & Executive Towers* in beautiful Portland, Oregon, October 10-14, 2010.

The primary objectives of the conference and exhibits are to deliberate and establish the scientific methodologies for PHM research, foster collaboration and communication between academic, government, and industry PHM communities across the globe, and Identify innovative business approaches that utilize PHM methods and findings.

Below are some important exhibitor highlights for your reference. Our committee is here to ensure you have a successful exhibit experience.

Should you have any questions, or need assistance, please do not hesitate to contact me. We are here to support your exhibit needs.

Sincerely,  
**Jeannie Holmes**  
Exhibits Chair  
PHM 2010

## **IMPORTANT EXHIBITOR HIGHLIGHTS**

### **General Exhibit Information**

- Exhibit Hall is carpeted.
- Booth Spaces (10' x 10') will have an 8' high back drape and 3' high side draping (black)
- Each exhibitor space comes with:
  - 6' skirted table (black)
  - two chairs,
  - wastebasket,
  - standard two-line 7"x44" sign indicating company name and booth number
- **Electric and Internet access is not included in the exhibit space, Exhibitor's must purchase this separately; see the Hilton Exhibitor Order Form included in Exhibitor Kit.**

### **SET-UP**

- Set-up hours will be Monday, October 11, 2010 from 12:00 Noon to 5:00 PM.
- **A Welcome Reception will be held in the Exhibit Hall Monday, October 11, 2010 from 5:30 PM to 7:30 PM. It is mandatory that exhibits be set-up and manned at this time.**
- PEDCO representatives will be available during set-up hours to address any questions or resolve problems.

## EXHIBIT HOURS

Monday, October 11, 2010	Setup <b>Welcome Reception</b> (Sponsored by Goodrich)	12:00 pm – 5:00 pm 5:30 pm – 7:30 pm
Tuesday, October 12, 2010	Exhibit Hours <b>Poster Reception</b> (Sponsored by SAE International)	8:00 am – 4:00 pm 5:30 pm – 8:00 pm
Wednesday, October 13, 2010	<b>Luminary Session</b> (Grand Ballroom/Sponsored by Impact Technologies)  Exhibit Hours  <b>Off-site Annual Conference Banquet</b> – Exhibitors must purchase ticket to attend (Sponsored by Northrop Grumman)	8:00 am – 11:00 pm  12:00 pm – 4:30 pm  6:00 pm – 9:00 pm
Thursday, October 14, 2010	Exhibit Hours Tear Down	8:00 am – 11:00 am 11:00 am – 3:00 pm

## MEALS

- Continental Breakfast will be from 7:00 am to 8:00 am each day (Mon-Thu) in the Grand Ballroom Foyer Lower Level.
- Morning and Afternoon Breaks will be served in the Exhibit Hall/Foyer area:
  - Wed AM Break will be served in Grand Ballroom due to the Luminary Session
- Lunch on Monday, October 11, 2010 will be in Grand Ballroom 1 (Sponsored by Frontier Technology, Inc.)

## TEAR DOWN

- Tear down will be Thursday, October 14, 2010 from 11:00 AM to 3:00 PM.
- Exhibitors may not start to dismantle any part of their display before the exhibit hall closes.
- All freight must be ready to be removed by 5 p.m. on Thursday, October 14, 2010. Please make prior drayage/material handling arrangements with PEDCO services to insure you adhere to this schedule.

## SERVICE CONTRACTOR

Pacific Exposition Decorating Company, PEDCO is the designated service and drayage contractor for this event. Additional booth furnishings may be purchased directly through them as well as material handling services. To access the Exhibitor Kit go to:

**Web address:** [www.epedco.com](http://www.epedco.com)

Select E-Services "Exhibitors" **PHM SOCIETY 2010 CONFERENCE** and then log in entering:

**USERNAME:** **phm2010**

**PASSWORD:** **decor**

## DRAYAGE/SHIPMENTS

Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set-up and from your booth back to the dock for return shipment at the end of the show. PEDCO will begin accepting advance shipments at their warehouse on **September 1, 2010 up to 3 pm on October 8, 2010.**

Please be sure to fill out and fax in the Material Handling Request form located in the Exhibitor Services Package to ensure proper delivery.

## **SHIPPING INSTRUCTIONS**

To qualify for advance pricing, full payment must be included with your orders and received on or before October 8th.

**Advance Warehouse Shipments should be received no later than October 8<sup>th</sup> – 3 PM, and Direct to Show Site Shipments to the Hilton Portland & Executive Tower will ONLY be accepted on Monday, October 10th from 9:00 am to 12:00 pm.** Inbound and outbound door-to-door shipping is easy and with PEDCO Logistics. Call 503-417-8000 or email [shipping@pacificexposition.com](mailto:shipping@pacificexposition.com) for an overnight, second day, third day or standard ground quote.

### **Advance Warehouse Shipping Information**

**Advance shipping begins: September 1, 2010 at 8:00 AM and ends: October 8, 2010, at 3:00 PM**

Target delivery dates have been assigned with the help of PEDCO Services.

The schedule has been established in the best interest of all exhibitors and should be both efficient and manageable. If, however, changes are necessary due to any situation that arises within the hotel, you will be notified directly by either Show Management or PEDCO.

### **Shipping label sample:**

c/o Pacific Exposition Decorating Company  
2737 NW Nela Street  
Portland, OR 97210  
PHM Society 2010 Annual Conference  
Name of Exhibiting Company  
Booth Number

### **Direct Show Site Shipping Information**

**Direct shipping on: Monday, October 10, 2010 from 9:00 am - 12:00 pm ONLY**

### **Shipping label sample:**

c/o Pacific Exposition Decorating Company  
Hilton Portland & Executive Tower  
921 SW Sixth Avenue  
Portland, OR 97204-1296  
PHM Society 2010 Annual Conference  
Name of Exhibiting Company  
Booth Number

### **Material Handling Questions:**

Can I carry my own materials to my booth? - Any exhibitor may bring in his own materials **providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment.** If you choose to hand carry your exhibit you would not be permitted access to the loading dock area. **Multiple trips, multiple people and use of any dollies, bellman or hand carts are strictly prohibited.**

**Please note the PHM Society nor the Portland Hilton & Executive Towers will accept any responsibility for any shipments sent directly to the show site.**

**The Use of Bellman will result in a minimum material handling charge.**

Please be advised that ALL shipments sent to the facility/show site PRIOR to the show site set-up date WILL BE REFUSED, also, additional facility and material handling fees could be assessed by local unions.

### PHM 2010 Exhibits Floor Plan Pavilion Ballroom – Plaza Level

