



June 6, 2009

June 29 - July 3, 2009

Dear Exhibitors,

June 29 and the kick off to the NMEA conference is almost upon us! By now you are in the midst of your preparations. In order to make your experience more enjoyable, I have included an Exhibit Hall schedule and attached a map of the exhibit hall (Merrill Hall) with your space numbers and a map of the Asilomar Conference Grounds.

Reminders

Remember that all additional exhibitor staff needs to be registered for the conference. A "guest" fee is available for Monday and Tuesday. *June 19 is the last day to register!*

Temporary parking behind Merrill Hall and Pirate's Den is available to offload your items (see attached map).

Exhibit Hall Schedule

Monday, June 29

- 8a.m. – 12p.m. Exhibitors check in at Merrill Hall to set up.**
Remember to check in for general conference registration first in Phoebe Hall. If you shipped through Tricord, your items will be at your space at 8 a.m.
- 10a.m. – 12p.m. Coffee and pastries in Merrill Hall, available to all conference participants**
- 12- 12:45p.m. Lunch at Crocker Dining Hall**
Only time food is available until the exhibitor reception at 4p.m. and then dinner at 6p.m. Someone will staff the exhibit hall so your items are secure.
- 1p.m. – 4p.m. Exhibit Hall opens**
This time may be slow as participants are in Professional Development workshops until 3p.m. or still arriving.
- 4p.m. – 6p.m. Exhibitor Reception**
Hors d'oeuvres, live music and drinks will be available while you chat with participants. Also, you will be given a stamp to use when participants come to you with a "passport." If participants receive 10 or more stamps from exhibitors, they submit their "passport" into a prize drawing. Winners will be announced after dinner. Fourteen folks will also be presenting their posters at this time.
- 6p.m. – 6:45p.m. Dinner at Crocker Dining Hall**

7p.m. -8:30p.m. Welcome and Keynote Speakers
You are welcome to join participants in the theater-style seating or stay at your spaces. However, we encourage minimum noise so as not to distract from the speakers.

8:30p.m.-10p.m. Bonfire
You may choose to join participants outside at a bonfire or stay at your exhibitor spaces to chat with folks. Merrill Hall will be locked at 10 p.m. or when the last exhibitor leaves. Remember you are responsible for your own valuables. Neither NMEA or Asilomar are liable for losses.

Tuesday, June 30

8a.m. Exhibit Hall opens
Breakfast is served from 7:30 to 8:15 so be sure you give yourself enough time to eat and make it to Merrill Hall.

12p.m.-12:45p.m. Lunch
Someone will staff the exhibit hall so your items are secure while you go to the dining hall.

4:30p.m. Exhibit Hall closes
Please do not break down before this time. If shipping through Tricord, you may leave your items packed up at your space. If not, all items need to be cleared before 7:00 p.m. when Merrill Hall will be locked. Dinner is on your own this evening.

We did our best assigning spaces to each of you. We took into account electrical needs and partnered organizations (note the NOAA entities). The good news is that there really isn't a bad space as the exhibit hall is fairly cozy☺. I hope you are happy with your location.

Please let me know if you have any questions or concerns. I am looking forward to seeing some of you again and putting the rest of your names to faces very soon!

Thanks,

Lacey Moore
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