Thank you for planning to exhibit at the SAME 2019 Federal Small Business Conference & Expo (SBC) on November 20th- November 22nd in Dallas, TX. SAME will send SBC Booth Coordinators an Exhibitor Newsletter each month. Please read this email in its entirety because it contains important information and reminders. All exhibitor newsletters will be saved in the Exhibitor Service Center.

**Visit the Exhibitor Service Center (ESC).**

Through the ESC, you can obtain a copy of your booth receipt/invoice, pay your booth balance due, obtain a copy of the attendee list (2 weeks prior to the conference), manage your Networking Roundtable (if hosting one), obtain the Exhibitor Service Manual, etc.

ESC: [https://www.samesbc.org/exhibitor_service_center.cfm](https://www.samesbc.org/exhibitor_service_center.cfm)

**Conference & Exhibit Hall Schedule**

As you prepare to book your travel arrangements and hotel reservations for SBC, we ask that you please take a look at our [Schedule-At-A-Glance](https://www.samesbc.org/schedule.cfm) for a listing of our set up and tear down dates and times. Please note that any exhibitors who tear down prior to the close of the exhibit hall at 12:31 pm on Friday, November 22nd will be penalized and charged a $100 early tear down fee. Breaking down early is disrespectful to attendees and fellow exhibitors and in violation of exhibit rules & regulations. Please be sure that all those working in your booth are aware of the requirement to remain open during official hall hours. Please note the exhibit hall hours below:

**Tuesday, November 19**

9:00 a.m. – 5:00 p.m.: Exhibitor Set-up

**Wednesday, November 20**

7:30 a.m. – 8:45 a.m.: Exhibitor Set-up  
8:45 a.m.- 10:15 a.m. : EXHIBIT HALL IS CLOSED**  
10:30 a.m. – 7:00 p.m.: Exhibit Hall Open to the Public  

** The Exhibit Hall will close to all exhibitor booth staff between 8:45 a.m. -10:15 a.m. NO ONE WILL BE ALLOWED IN THE EXHIBIT HALL TO SET UP THEIR BOOTH DURING THIS TIME. Please plan accordingly as not exceptions will be allowed.

**Thursday, November 21st**

10:00 a.m. – 6:00 p.m.: Exhibit Hall Open

**Friday, November 22nd**

8:30 a.m. -12:30 p.m.: Exhibit Hall Open  
12:31 p.m. - 5:00 p.m. : Exhibitor Move-out

** Please note that no empty crates or bins will be returned until 1:45 pm as General Session will be taking place from 12:45 pm-1:45 pm.
Have you reviewed the [The SBC Exhibitor Service Kit](#)? This is where you can obtain shipping and material handling information and order items (such as electricity, specialty furniture, etc.) and services for your booth. Note the discount deadline is fast approaching—order now to obtain the lowest prices for anything additional you want to order!! Also, don't forget to take a look at shipping deadlines so you can decide whether you'll ship your materials in advance or direct, and you can plan accordingly. SAME's general service contractor is The Expo Group - if you have any questions regarding the service kit or The Expo Group's services, please contact the SBC Customer Account Manager, Missy Cass at 972-751-9144 or mcass@theexpogroup.com

### Networking Roundtables

Networking Roundtables are sessions at which public agencies and large businesses host tables to engage with small business representatives to discuss real business opportunities and lay the foundation to develop new client-consultant relationships. Large businesses and public agencies hosting a Networking Roundtable should be managing their appointment requests now - our system shows a number of appointments still in pending status! If you're a host, please approve or decline all pending appointments at your first opportunity through the Exhibitor Service Center.

Networking Roundtable Sessions will take place in Ballroom A 2-3 on:
- Thursday, November 21, 2019: 10:30 am - 4:30 pm
- Friday, November 22, 2019: 8:30 am - 11:30 am

Representatives from Small Businesses can now begin requesting appointments with table hosts. Appointment requests can be made through the [Attendee Service Center](#).

Please email [Exhibit@same.org](mailto:Exhibit@same.org) if you have any questions regarding our Networking Roundtable schedule process or sessions.

### Register your Exhibiting Personnel

Please make sure you register everyone who'll be working in your company’s booth through the [Exhibitor Registration Form](#). Your booth includes two full-conference registrations. Additional registrations are available for a fee. All individuals working in your booth must register to attend and NO ONE is automatically registered. We encourage everyone to register on-line prior to the event!

Anyone from your company who needs access to the exhibit hall during non-show hours (for set-up, tear-down, early morning preparation, etc.) must register through the [Exhibitor Registration Form](#). Individuals registered through the Attendee Registration form will not have access to the exhibit hall during set up, tear-down or early morning preparation. Therefore, please make sure your booth staff registers through Exhibitor Registration form so they are not turned away.

**The Balance Due on your booth is:** Payment by credit card may be made via the ESC at your convenience. If your booth is not paid in full and approved by SAME, you cannot register any booth staff. Keep in mind that this process is not instantaneous. Our staff makes every effort to check payments daily and approve paid companies as quickly as possible. You will receive an official confirmation letter once your booth payment has been approved by SAME.

### Travel & Lodging

Don't forget to reserve your hotel rooms today! The housing site can be found on our SBC [Travel & Lodging page](#). Reservations will only be accepted through the SBC official housing partner, Connections Housing; **individual hotels will not accept reservations directly.** Book your hotel
by November 1st to receive the group discounted rate. The benefit of using the hotel room block helps keep costs down and most importantly, helps you network outside of the convention center!

That is all for now! Please do not hesitate to contact us if you have any questions or visit the Exhibitor FAQ Page or Registration FAQ Page.

Onsite Parking for Exhibitors

Limited parking spaces are available for exhibitors at the rate of $90. This parking pass allows you to park during the duration of the event with "in and out" privileges. A daily parking lot is also available however the daily lot does not include "in and out" privileges and charges $15 a day. If you are interested in reserving a exhibitor parking pass for $90, please click here to access the parking form. If you are only interested in the daily lot parking for $15 a day, please click here to access the parking form.

Thank you again for Exhibiting at the 2019 Small Business Conference!

Very respectfully,
The SAME National Office Meetings & Expo Team
exhibit@same.org