If you have not yet read any of our newsletters, this one is the one to read as it contains important information! We are excited to have {{EXHIBITOR_DIRECTORY_NAME}} join us as an exhibitor at the SAME 2019 Federal Small Business Conference & Expo (SBC) on November 20-22nd in Dallas, Texas! As SBC kicks off in 9 days, we want to remind you of a few important items before you arrive in Dallas! First off, if you are no longer the Exhibit Coordinator, please contact exhibit@same.org with the new coordinator's name and contact information.

**To access the Exhibitor Service Center (ESC), please reference your login information below.** The ESC allows exhibitors to obtain a copy of your booth receipt/invoice, pay your booth balance due, obtain a copy of the attendee list, the Exhibitor Service Kit, past exhibitor newsletters, etc.

**ESC:** [https://www.samesbc.org/exhibitor_service_center.cfm?Logout=1](https://www.samesbc.org/exhibitor_service_center.cfm?Logout=1)

**Login:** {{CONTACT_LOGIN}}
**Password:** {{CONTACT_PASSWORD}}

**REMINDERS:**

**Attendee List**

For your convenience and ease of networking, the list of 2019 SBC registrants as of November 6, 2019 is provided below. Use of this list is for one-time use only and may not be retained in any way. Any abuse of this list will not be tolerated. Sharing or sale of this list with any individual or company not participating in the 2019 SBC is strictly prohibited.

Upon registration, all individuals answered the question: "How would you like your contact information published in the Attendee List?" Contact information for each individual is published based on the response to that question. Please honor the request of each attendee. Attendee information is pulled directly from the registration form and SAME is not responsible for any errors or omissions.

The selling and/or sharing of this list is expressly prohibited. This list is strictly to be used to foster engagement and business between attendees of SBC in support of our nation's infrastructure and security. Action may be taken against any persons or entities found to violate this policy. If you receive offers to obtain a list of current or past SBC attendees, please inform SAME immediately.

[Download the Attendee List now](#). Thank you for your adherence to the above guidelines.

**Exhibitor Staff Registration**
Anyone attending SBC must register to attend. No one is automatically registered. Please register through the Exhibitor Staff Registration Form. Every 10x10 booth comes with two complimentary Full Conference Registrations, which you can find in the Exhibitor Staff Registration form. Registering through the Exhibitor Staff Form will allow you to receive the correct credentials to gain access to the hall during set-up and tear-down hours.

**Exhibitor Schedule:**

**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 this has been noted on all exhibiting schedules since May 2019 and no 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 creates or bins will be returned until 1:45 pm as General Session will be taking place from 12:45 pm-1:45 pm.

**Tear-down Rules**

Tear-down will begin at 12:31 a.m. on Friday, November 22. We hope you have planned your travel accordingly. **Companies that tear-down early may be charged a fine of $100 and forfeit their placement in the booth lottery for 2020 SBC.** Tearing down early is inconsiderate and disruptive to attendees and other exhibitors trying to conduct business. We appreciate your consideration. The Expo Group will tear-down your booth for a small fee. This information can be found in the Exhibitor Service
Manual under: LABOR RATES - THE EXPO GROUP SUPERVISED. Tear-down service is between $126-$198 per hour for advanced notice or $180-$270 per hour for walk up/onsite request.

Thank you for your continued support of SAME and our 2019 SBC! Please do not hesitate to contact me if you have any questions or visit the Exhibitor FAQ Page or Registration FAQ Page.

Safe travels!