EXHIBITOR QUICK REFERENCE GUIDE

BOOTH DECOR
• Be sure to follow the display guidelines when designing your space.
• Linear/Inline booths include: 8’ high black back drape, 3’ high black side drapes, and a 7” x 44” one-line company identification sign for booths under 300 sq. ft.
• Flooring/carpet is required in booths, but is NOT included, so be sure to arrange for it. Black aisle carpet is included throughout the hall.
• Looking for booth furnishings, in-booth carpet, electric, Wi-Fi, or other services? Check out the Exhibitor Service Kit to order additional services and explore Freeman Quick Facts.

EVENT REGISTRATIONS
For every 100 sq. ft. of contracted exhibit space, you’ll receive:
• Six (6) EXHIBITS ONLY badges
• One (1) FULL CONFERENCE badge
• Two (2) EXPERIENCE badges
• Unlimited EXHIBITS ONLY Guest Pass Invitations

To register for the badges included with your space, simply access the link and password provided in an email sent to the primary booth contact. Visit the website to learn more about badge access, important deadlines, and policies or to purchase additional badges. Contact Karen Babcock with questions or password assistance.

ONLINE DIRECTORY LISTING
Your online Exhibitor Directory listing is the ultimate tool for potential and registered attendees to discover and connect with you. To showcase your products and services effectively, be sure to log in and keep your information current. Your listing already includes company contact information and booth number, but you can take it further by adding a compelling product/company description, relevant product categories, and more. If you need your password resent, contact Jamie Hillegas.

PROMOTIONAL OPPORTUNITIES
Get ready to boost your brand recognition, expand your network, present your offerings, and establish valuable connections with the vibrant SIGGRAPH community!
• Show off your company and find your next superstar in the Job Fair.
• Increase your brand exposure and extend your reach through a sponsorship.

Contact Fabien Rabanal to secure your opportunities.

SCHEDULE
Plan your conference experience by exploring the full conference schedule. Additionally, make sure to check out the complete exhibit schedule to coordinate your booth set-up and staffing around the following key dates and times:
• Move-in begins on Friday, August 4 at 8 am
• Exhibit Hall Hours:
  Tuesday, August 8 > 10 am – 6 pm
  Wednesday, August 9 > 10 am – 6 pm
  Thursday, August 10 > 10 am – 4 pm
• Move-out starts on Thursday, August 10 at 4 pm and concludes on Friday, August 11 at 4 pm

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**SHIPPING**

Booth materials can be shipped in advance to the warehouse, or direct to show site. You can use your carrier or contract Freeman Transportation for assistance. Use the shipping labels provided below and review the shipping FAQs to prepare your shipment.

Use **ADVANCE SHIPPING LABELS** for **booth materials** and **hanging signs** sent to the warehouse July 3 – July 27.

- **SIGGRAPH 2023/Booth # _____**
  C/O Freeman
  3456 E Miraloma Ave.
  Anaheim, CA 92806, USA

Use **DIRECT SHIPPING LABELS** for **booth materials** and **hanging signs** sent to the show site August 4 – August 10.

- **C/O Freeman: SIGGRAPH Booth # _____**
  Los Angeles Convention Center
  1201 S Figueroa St
  Los Angeles, CA 90015, USA

**HOTEL RESERVATIONS**

SIGGRAPH 2023 has negotiated discounted hotel rates through its official hotel partner, onPeak. Visit the website to explore available hotels and important deadlines. Make your reservations by July 10. Questions? Contact siggraph@onPeak.com.

**IMPORTANT DATES**

- **June 30:** Advance registration discount deadline. After this date, late/on-site rates will apply
- **July 3:** Advance shipments accepted to Freeman’s warehouse — through July 27
- **July 7:** Freeman advance order discount deadline
- **July 10:** Hotel reservations made after this date are subject to availability, and rates may increase
- **July 13:** Smart City incentive price deadline for Internet, telephone, and cable
- **July 20:** Place your catering orders to guarantee pricing and availability
- **July 27:** Last day for advance shipments to arrive at the warehouse
- **July 29:** Hotel changes and cancellations must be made directly with the reserved hotels
- **August 1:** Last day to cancel hotel reservations with a non-refundable charge of one night's room/tax
- **August 4:** Freeman begins accepting direct shipments to the conference site — through August 10

**OFFICIAL SIGGRAPH VENDORS**

- **General Service Contractor:** Freeman
  Labor, material handling, transportation, audio visual, furniture, carpet, cleaning and electricity
  **July 7** advance order discount deadline
  Phone: +1.888.508.5054
  Email
  Order online

- **Internet, Telephone, Cable:** Smart City
  **July 13** Incentive Price Deadline
  Phone: +1.888.446.6911
  Email: orders.smartcitynetworks.com
  Learn more
  Order online

- **Catering:** Levy Restaurants
  **July 20** pricing/availability deadline
  Email: tastela@levyrestaurants.com
  Order online

- **Registration and Lead Retrieval:** RCS
  Email: exhibitorserv@rcsreg.com
  Learn more and Order lead retrieval online

- **Hotel Partner:** onPeak
  Find, make and change hotel reservations
  Phone: +1.855.416.6073 (Toll Free and Domestic)
  Phone: +1.312.527.7300 (International)
  Email: siggraph@onPeak.com
  Make hotel reservations

- **Floral and Plant Rental:** 800 PLANT IT
  Phone: +1.800.752.6848
  Email: customerservice@800plantit.com
  Order online

**QUICK LINKS**

- Conference Schedule
- Exhibit Schedule
- Exhibitor Service Kit
- Freeman Quick Facts
- Hotel Reservations
- Sponsorship and Job Fair Branding Opportunities
- Registration Information
- Shipping FAQs