

Exhibit Information Sheet

Location:

The 2009 Comparative and International Education Society (CIES) conference will take place at the Francis Marion Hotel in Charleston, South Carolina (<http://francismarioncharleston.com>). Exhibit space will be in the Carolina (A) room of the Francis Marion, a spacious area situated near conference meeting rooms located on the same floor.

Exhibit schedule:

The exhibit area will be open on Sunday, March 22, 2009 from noon -- 5:00pm, Monday, March 23, 2009 through Wednesday, March 25, 2009 from 8:00am – 5:00pm and Thursday, March 26, 2009 from 8:00am – 12:00pm

Space assignment:

Space assignments will be made in the order in which completed registration forms are received with preference given to those exhibitors who will be attending the conference to staff their display.

Exhibit set-up:

Exhibits must be set-up between 9:00am and 11:30am on Sunday, March 22, 2008. Pre-shipped materials/boxes will be delivered to the Carolina (A) room on Sunday morning.

Exhibit tear-down:

Exhibits should be removed no later than 2:00pm on Thursday, March 26, 2009. Materials from unattended tables will not be returned but will be disposed of as deemed appropriate by the conference coordinator.

Exhibits:

Exhibitors will supply and be responsible for display materials and equipment. Exhibits that are not to be staffed may share space with other un-staffed exhibits. Appropriate signage will be provided to identify sponsors.

Exhibitor registration fee includes:

- One skirted table with two (2) chairs
- Identification sign displaying exhibitor's name
- Name badge for each person staffing the exhibit

Cancellation:

Please review carefully the cancellation policy on the registration website.

Hotel accommodations:

Exhibitors must make their own housing accommodation arrangements. Please visit the CIES website (<http://www.tc.edu/cies2009>) for details on conference housing options and rates.

Security:

Unattended tables will be monitored for minimum security by volunteers, but there will not be a full-time attendant assigned to each table. While reasonable security will be provided on a 24-hour basis, CIES and the Francis Marion Hotel will not assume any liability for damage, theft, or loss related to vendor materials or equipment.

Shipping materials to and from the Francis Marion:

Exhibitors will be responsible for arranging and paying for shipping costs of materials and/or equipment to and from the Francis Marion Hotel. Please schedule shipments to arrive no earlier than March 20, 2009.

- Address Package(s) to the Francis Marion Hotel using this address:
CIES2009
Attn: Exhibitor's Name, Organization Name
The Francis Marion Hotel
387 King Street
Charleston, SC 29403
- Additional labeling requirements:
Include complete return address
State number of boxes (example: Box 1 of 3, Box 2 of 3, etc.)

If your shipping carrier requires a destination telephone number – please use the following number: 843-937-8691.

If your shipment is large, you may want to inform your carrier that the loading dock for the Francis Marion Hotel is located on Calhoun Street.