



EXHIBITOR ACTION BULLETIN #4



At-A-Glance Show Information

Exhibitor 2006 Schedule

Move-In / Set-Up:

Friday, November 10*

3:00 pm – 4:30 pm

*Vehicles to be displayed ONLY

Saturday, November 11*

9:00 am – 5:00 pm

*400 sq. ft or more

Sunday, November 12*

8:00 am – 5:00 pm

*All Exhibitors

Monday, November 13*

8:00 am – 3:00 pm

*All Exhibitors

Exhibit Schedule:

Tuesday, November 14

10:00 am – 6:00 pm

Wednesday, November 15

10:00 am – 6:00 pm

Thursday, November 16

10:00 am – 6:00 pm

Move-Out:

Thursday, November 16

6:01 pm – 11:00 pm

Friday, November 17

8:00 am – 3:00 pm

Hotel Information

For information regarding hotel rooms, visit www.geoint2006.com Click "Reserve Your Room Now" in the upper left hand corner.

Exhibitor Contact Information

If you have questions regarding your booth or any of the information presented in this Action Bulletin, please contact Kira Wilson at (703) 788 – 6743 or kira.wilson@usgif.org

Sponsorship Information

Contact Jeff Ley at (703) 788 – 6736 or jeff.ley@usgif.org

GEOINT 2006 Certificate of Insurance Deadline

The deadline for submitting a Certificate of Insurance has now passed. If we still have not received your certificate you have been notified via email. Please submit your certificate of insurance by COB Thursday, Oct. 19th. *The certificate must name USGIF, the Gaylord Palms Resort & Conference Center and Brede Exposition Services as additional insured and be provided to USGIF.*

GEOINT 2006 Exhibit Hall Hours – UPDATED

Tuesday, November 14, 2006	10:00am – 6:00pm
Wednesday, November 15, 2006	10:00am – 6:00pm
Thursday, November 16, 2006	10:00am – 6:00pm

GEOINT 2006 Exhibitor Booth Payments

All exhibitors need to have their exhibit booth space paid for in FULL before being allowed to setup their exhibit space. All invoices should have been received by exhibitor points of contact, unless you are a new exhibitor within the past 2 weeks. Please contact Kira Wilson via email, kira.wilson@usgif.org if you require another copy of your exhibit booth space invoice.

GEOINT 2006 Shuttle Schedule

A tentative shuttle schedule for getting to the Gaylord Palms Resort from the Caribe Royale & the Radisson Resort Orlando – Celebration has been posted to the GEOINT 2006 website:

http://www.geoint2006.com/TravelLodge_ShuttleSchedule.aspx

The final shuttle schedule will be available on-site and distributed at the front desk of your hotel & at GEOINT registration.

GEOINT 2006 Lead Retrieval

Please be advised that the GEOINT 2006 attendee list will not be distributed to USGIF members as in past years. It is important that all exhibitors order lead retrieval to obtain attendee information. The lead retrieval form can be found in the Exhibitor Service Manual on the GEOINT 2006 website via the following link:

http://www.geoint2006.com/ExpoSpon_ExhibRes.aspx

GEOINT 2006 Official Audio Visual Vendor

Please be aware that Audio Visual One is the GEOINT 2006 Official AV equipment vendor. Recently exhibitors for GEOINT 2006 have been solicited by non-official AV vendors with out show management permission. We can not guarantee the quality of their service or products. These companies include: Total Rental Solutions & KVM Technology Rentals.

GEOINT 2006 Rigging Order Form

Please be aware that there was a mistake in the Exhibitor Service Manual on the GEOINT 2006 website. The Rigging Order Form was incorrect but the correct document has now been posted. Please visit the following link to the Exhibitor Service Manual for all your exhibiting information and order forms:

http://www.geoint2006.com/ExpoSpon_ESM.aspx