

# Exhibitor Manual

Revised 3.9.2016

## BioCYCLE WEST COAST 16 ADVANCING ORGANICS RECYCLING

30TH ANNIVERSARY CONFERENCE

April 4, 5, 6, 7, 2016  
San Diego, California  
Town & Country Resort

COMPOSTING • ANAEROBIC DIGESTION • FOOD RECOVERY & RECYCLING  
HEALTHY SOILS • CLEAN ENERGY • COMPOST, BIOGAS & DIGESTATE MARKETS

BioCycleWestCoast.com

### Conference Venue

Town & Country Resort  
500 Hotel Circle North  
San Diego, California 92108  
(619) 291-7131

BIOCYCLE WEST COAST16 Conference will be held at the Town & Country Resort where exhibits will be located in the hotel ballroom.

### Hotel Room Reservations

Please request BioCycle Conference Discounted Room Rate. Single/double \$121/night + tax. Room block to be released on March 11. Call (619) 291-7131 or [reserve online](#)

### Exhibit Registration Includes

- Exhibit registration fee of \$1695 includes:
- One 7' (deep) x 10' (wide) booth space (located in carpeted ballroom)
  - Free WiFi access in conference area
  - 8' Back Drape and 3, 3' Side Drape
  - 6' Skirted Table, 2 chairs and wastebasket
  - (1) Booth Identification Sign
  - Two Conference registrations (includes attendance of sessions, lunches, breakfasts)
  - **Note: Electricity is an additional \$115**

A maximum of two companies/organizations is permitted to share one exhibit space.

### This Is A Tabletop Show

(Banners, literature, video monitors, etc.)

All shipments subject to receiving and storage fees

#### If you plan to display light equipment, adherence to these parameters is required:

- Maximum weight for crate/content: 1,000 lbs.
- There is a pallet jack, NO forklift. Removal of contents is responsibility of exhibitor.
- There is limited space for crate storage, crates may be stored on the outside dock.
- Crates should be no larger than 5' long x 3' deep x 4' wide.
- All shipments are subject to receiving and storage fees.
- Electricity limited to one 5 AMP, 120 volt outlet for use with computer, screen, exhibit lights.
- Equipment may not run, produce any noise or odor and is not permitted to hold water.

### Audiovisual Services

Television, large computer monitors can be ordered by contacting Ryan Weddle, AVMS; phone: 619-502-7045, mobile: 619-602-1683; email [rweddle@avms.com](mailto:rweddle@avms.com)

### Exhibit Shipping To Conference

Ship material to Town & Country to arrive by April 1, 2016

Receiving hours: Monday-Friday between 9am and 4pm. The hotel provides 3 free days of storage, otherwise, the fee is \$25/day/shipment. There is a service fee for incoming and outgoing materials, the service fee is per piece: 1-10 lbs = \$5; 11-30 lbs = \$10; 31-50 lbs = \$15; over 50 lbs = \$25. Cases = \$25; Pallets = \$100.

Address shipping labels: Town & Country Resort, 500 Hotel Circle North, San Diego, CA 92108 HOLD FOR: Guest Name and Exhibitor company, BIOCYCLE WEST COAST16, April 4-7.

### Cancellation Policy

Refund	If Cancelled By
\$1,695.00	January 1, 2016
\$1,271.25	February 5, 2016
\$0.00	February 6, 2016

### Parking

Hotel guests, \$9.00/day(50% discounted rate); Non-hotel guests, \$10.00/day (50% discounted rate)

### Airport Transportation

Super shuttle to/from San Diego Int'l Airport, \$11.00 per person one way; Taxi service, \$25-35 one way to/from airport

### Exhibit Setup and Registration

**Monday, April 4**  
**4:00 PM – 9:00 PM**  
All exhibits must be completely set up by 9:00 PM on Monday, April 4

**Exhibit Ballroom Schedule** Exhibit Ballroom open all day during Conference sessions on Tuesday & Wednesday, April 5 & 6. Continental breakfast, Buffet lunch and Coffee breaks held in Exhibit Ballroom  
On April 5, join us for BioCycle Fiesta! Celebrating 30 years of BioCycle Conferences — 6:00 PM – 9:00 PM (\$40 fee)

#### Tuesday, April 5, 2016

7:30 – 9:00 AM	Continental breakfast
10:15 – 11:00 AM	Coffee break
12:15 – 1:30 PM	Buffet lunch
3:30 – 4:15 PM	Refreshment break

#### Wednesday, April 6, 2016

7:30 – 8:30 AM	Continental breakfast
10:15 – 11:00 AM	Coffee break
12:15 – 1:30 PM	Buffet lunch
3:30 – 4:00 PM	Refreshment break
5:00 PM	Tear down

### Terms And Conditions

By registering to exhibit, your company/organization is agreeing to follow the Terms and Conditions set forth by The JG Press, Inc (dba BioCycle). The BIOCYCLE WEST COAST16 Conference venue is a hotel ballroom wherein exhibit space is limited to pop-up and freestanding floor displays. Exhibitors wishing to display "light equipment" — please refer to the Light Equipment Parameters above. Contact Teri Sorg-McManamon, 610.967.4135, ext. 33 to provide a detailed description including weight and dimensions of equipment to be displayed within allotted exhibit space.

Equipment or devices producing noise or odors are not permitted. If these requirements are not met, The JG Press, Inc. reserves the right to require modification of any exhibit.

It is the responsibility of the exhibiting company to pay for additional charges incurred. At no time should any miscellaneous expenses be incurred by BioCycle.

### Certificate of Insurance

BioCycle Conference exhibitors assume responsibility and agree to indemnify and defend The JG Press, Inc. (dba BioCycle) and Town & Country Resort and their respective employees and agents against any claims or expenses arising out of the use of the exhibition premises. The Exhibitor understands that neither BioCycle nor the Town & Country Resort maintain insurance covering the Exhibitor's property and it is the sole responsibility of the Exhibitor to obtain such insurance.

**Questions?** Teri Sorg-McManamon  
610-967-4135 ext. 33 • [advert@jgpress.com](mailto:advert@jgpress.com)