

## Exhibitor and Competitor Instructions for the “Most Innovative Security Technology & Services” Exhibition & Competition

### Exhibitor Registration and Set-Up

- **Registration for Exhibitors will open at 8:30 am** at the registration area in the foyer (Southern end of the building) of the McMillin Companies Event Center. Exhibitors will be allowed to enter the exhibition area as soon as table set up is completed, which is expected by 9am at the latest.
- Each Exhibitor will be allocated a table top. Each table top measures approximately 6’ X 33” and will be covered by a linen and have an allocated number on a stand.
- Each table top space has access to a power source but Exhibitors are responsible for bringing their own extension cords, surge protectors, multiple outlets, and the like.
- **Wireless internet will be provided to all those competitors/exhibitors that require access.**
- There is no room for pop up displays behind the table tops and Exhibitors should NOT bring them. There is no facility for warehousing at the location or at *The Security Network*. Exhibitors will be fully responsible for transporting, arranging, and subsequently removing all table top displays, equipment, promotional materials, and the like on their own.
- **All Exhibitor setup must be completed by 1 pm when the Competition begins.**

### The Competition (a large subset of the Exhibitors will also be Competitors)

- **Judging will begin at 1 pm and be completed by 4 pm** on Wednesday, June 4. During the “Closed Session” period, the only persons in the exhibition area will be the Exhibitors, Judges and the Security Network workers. Outside of the 12 minutes that each Competitor is meeting with the team of judges for its category, this will provide dedicated time for Exhibitors to network with other Exhibitors.
- Competitors that have not assigned themselves to a competition category will be assigned one by *The Security Network* organizers. *The Security Network* reserves the right to combine or divide categories, change the name or some other attribute of a category, decide on the number and selection of entrants to a category, or make such other changes that it deems appropriate to promote the success of the Competition.
- Each category will be judged by a team of judges, which is expected to number between 3-4 individuals.
- Each group of judges will spend 12 minutes with each Competitor in its category. Competitors are **strongly urged** to restrict their presentation to 5-7 minutes, leaving the balance of time for questions and answers with the Judges.

- Each Competitor should receive feedback in oral and/or written form, depending on the team of judges, from one member of the team representing the collective reactions of the team to the Competitor's product or service.
- Judges will deliberate immediately after the competition closes at 4pm and will provide feedback on Wednesday afternoon. Judges will **NOT** notify Competitors of the results of the competitions. Awards will be announced at 5 pm on Thursday June 5<sup>th</sup>, 2008, after the last panel and just before the final reception from 5-7.30pm.
- **Judges will be provided with a briefing and guidance prior to judging. Judges decision on all competition categories will be final.**

### **The Exhibition (Wed, June 4 and Thu., June 5) and Conference (Thu. June 5, 2008)**

- **The Exhibition will be open to all attendees at 4:30 pm and continue through the end of the reception at 7:30 pm on Wednesday, June 4 and continue all day on Thursday, June 5.**
- The conference agenda has been designed to provide attendees considerable time to be able to visit and speak with the Exhibitors.
- The conference and exhibition space has been selected to allow you to listen to the keynote speakers and to participate in the panels. You are asked to take a seat in the auditorium during the panels and keynote speeches. All topics have been selected to appeal to you and aid you in making your products/service visible to the attendant audience.
- We ask all Exhibitors to be as quiet as possible while sessions are conducted on Thursday.

### **General Issues**

- **Exhibitors will be required to wear issued badges at all times in the event area.** Replacement badges may be purchased from registration at a cost of \$10 per badge.
- Representatives of the Exhibitors are expected to stand and demonstrate in front of the table top or, if there is space, to the side of the table top. We have found that this encourages networking and has resulted in quality interaction with judges, exhibitors, and attendees.
- Exhibitors will be provided with boxed lunches on both Wednesday and Thursday. Food and drink will be available at the reception from 5:30-7:30 pm on Wednesday, June 4<sup>th</sup>. A continental breakfast will be available to all Exhibitors and attendees on Thursday morning. Beverages will be available throughout both days.
- All Exhibitor equipment and materials must be removed from the McMillin Companies Event Center by 7.30 pm on Thursday, June 5.