**Exhibit Coordinator Information:**

**Nuclear and Emerging Technologies for Space 2016**

**Exhibitor Kit**

Please use the following information to contact Delisa Rogers with questions regarding the Exhibit Hall:

Delisa Rogers

Email: [drogers@usra.edu](mailto:drogers@usra.edu)

Office phone: 208-526-5309

Cell phone: 208-313-9975

**Exhibit Hall Schedule**

The Exhibitor Hall will be open during the hours listed below. Please note: due to the technical format of the conference, many exhibitors choose to attend the technical sessions (this cost is included in exhibitor registration). The heavy traffic flow for the exhibits will be during conference break times (refreshments will be served in the Exhibitor Hall during breaks). The Exhibit Hall will not be open during reception, banquet and technical tour hours.

|  |  |  |
| --- | --- | --- |
| Sunday, February 21, 2016 | 4:00pm – 8:00pm | Exhibit Hall Set-Up |
| Monday, February 22, 2016 | 8:00am - 5:30pm | Exhibit Hall Open |
|  | **10:30am – 11:00am** | **Break** |
|  | **12:00pm – 1:00pm** | **Lunch** |
|  | **2:30pm – 3:00pm** | **Break** |
| Tuesday, February 23, 2016 | 8:30am – 12:30pm | Exhibit Hall Open |
|  | **11:00am – 1:00pm** | **Lunch** |
|  | **2:30pm – 3:00pm** | **Break** |
| Wednesday, February 24, 2016 | 7:00am – 3:30pm | Exhibit Hall Open |
|  | **11:30am - 1:00pm** | **Lunch** |
|  | **2:30pm – 3:00pm** | **Break** |
|  | 3:30pm – 5:30pm | Exhibit Hall Break-down\* |
| Thursday, February 25, 2016 | 8:00am – 10:00am | Exhibit Hall Break-down\* |

\*Official hours for the Exhibit Hall Break-down will be from 3:30pm-5:30pm on February 24, 2016 and 8:00am-10:00am on February 25, 2016. Exhibitors may choose to break-down earlier, but **all exhibiting materials must be broken down and packed for shipping by 10:00 am on Thursday.**

**General Information**

Each exhibitor space will include:

* 5’ x 10’ floor area
* 2’ x 6’ skirted table
* 2 chairs
* 1 waste basket
* 2 full conference registration badges
* Contact information page in conference program

**Organization Information:**

NETS 2015 would like to offer exhibitors an opportunity to provide information about their organization in the conference program booklet. Exhibitors may email Delisa Rogers ([drogers@usra.edu](mailto:drogers@usra.edu)) with a 250-word brief on their organization, including a high-resolution logo and contact information. This information needs to be received by February 12, 2016 to be included in the program booklet.

**Exhibit Shipping Information:**

Exhibitors will be responsible for Set-up and Break-down. All exhibitors will need to ship exhibits and materials directly to the Von Braun Center using the following address:

Von Braun Center

Attn: South Loading Dock, NETS 2016

700 Monroe St.

Huntsville, AL 35801

The Company name should be clearly marked on the package. Exhibitors will need to make prior arrangements for freight pick-up through their carrier on Thursday or Friday morning.

**Booth Payment**

Payment methods for booth reservations include credit cards and payment by check. Payment is due at the time of registration.

Contact Delisa Rogers for information on paying by credit card.

Checks should be accompanied by the hard-copy Exhibitor Commitment Form (attached) and made payable to:

USRA

Attn: Delisa Rogers

995 University Blvd.

Idaho Falls, ID 83401