

## 2018 EXHIBITOR BOOTH ASSIGNMENT PROCESS

Dear PBUS Exhibitors,

Please review the schematic of the exhibit hall at the Luxor in the **Egyptian Ballroom H** to see which exhibit booth space is available. The exhibit hall schematic is updated as exhibit booth requests are received and assigned.

The process for requesting your booth space based on what is available is indicated below:

1. Each exhibitor must respond back to PBUS **via email** (info@pbus.com) **or FAX only** (202-783-4125) with their first, second and third booth selections in order to have a time stamp for confirmation of receipt and subsequent assignment of booth space; ***verbal booth requests will not be taken.***
2. Exhibitors must give three booth selection options: email or FAX your selections with the booth numbers in order of first, second, third choice (example: booth 1 (first), 2 (second) and 3 (third)).
3. Exhibitors should review what companies have already selected booth locations prior to making your booth selection to ensure you will not be placed next to a competitor; exhibitors must specify what types of companies they do not wish to be near in case another exhibitor has already sent in their booth selection prior to the schematic being updated (this will potentially cause booth choices to be amended).
4. Exhibitors must specify if they are requesting a **double booth** with their booth choices as noted above, otherwise only a single booth will be assigned.
5. PBUS will make every effort to accommodate booth selection choices taking into account competitor booth locations; as the exhibit hall fills up, please note that potential exhibitors may be turned away if they would be placed near or next to a competitor.
6. If two or more exhibitors pick the same booth location, the exhibitor with the earliest time stamp for their booth selection will be assigned the booth first.
7. The exhibitor next in line with their time stamp of their booth selection, who may have also requested the same booth location, will then be assigned their second booth selection; the third booth selection will follow the same procedure.
8. If all booth selections have already been chosen by another exhibitor prior to your time stamp, you will be contacted for new booth selections.
9. Exhibitor contracts must be completed in full and sent to PBUS with payment when your booth selection is sent.
10. The exhibit hall will include up to *3mb* of Internet connectivity per user, as well as in all common areas, for you to access; however you must be a guest at the Luxor to sign-in and access this free connectivity.