



COS 2009

97th ANNUAL MEETING

Grand Hotel Marriott Resort
Point Clear, Alabama
September 10-12, 2009

EXHIBITOR CHECKLIST



COS Contact: Matt Van Wie, Phone: (804) 565-6310, Fax: (804) 282-0090, mattv@societyhq.com

COS FORMS:	ACTION:	DEADLINE:
Product Description	Submit Online www.esvw.com/cos	July 31, 2009
Hotel Reservations: Cut off: August 10, 2009: SUBJECT TO AVAILABILITY. See "Hotel Reservations" on the COS Exhibitor information site: www.esvw.com/cos		Cut off August 10, 2009
Exhibitor Badge Registration	Submit Online www.esvw.com/cos	August 28, 2009

ORDERS/FORMS: See Exhibit Package	ACTION:	Order By:
Electrical , AV and Rental order form	AVI form (posted on: www.esvw.com/cos)	August 20, 2009

EXHIBIT SCHEDULE:

EXHIBITS ARE IN THE GRAND BALLROOM NORTH

<u>Date</u>	<u>Exhibit Times</u>	<u>Official Breaks in the Program Schedule</u>
Wed. Sept. 9, 2009	Exhibitor Set-up 2pm-5pm President's Hospitality in the Presidential Suite 5:30-6:30pm	Exhibitor Set-up: 2:00pm-5:00pm - Cocktail Reception Exhibitors Invited – Presidents Suite w/ COS BOD 5:30pm-6:30pm – RSVP – to Matt mattv@societyhq.com
Thurs. Sept. 10, 2009	Exhibits Open 6:00am-3:30pm Exhibits Re-Open 6:30pm-7:30pm	6:00am-7:00am Continental Breakfast w/Exhibitors 9:10am- 9:40am Break w/Exhibitors 12:00pm-1:00pm Lunch 3:00-3:30pm Break w/Exhibitors <i>Exhibits Close temporarily</i> 6:30-7:30pm Reception for all attendees and exhibitors in the exhibit hall – Exhibits Open
Friday Sept. 11, 2009	Exhibits Open 6:00am-10:00am Tear-down 10:00am-11:00am	6:00am-7:00am Continental Breakfast w/Exhibitors 9:30am-10:00am Break w/Exhibitors 10:00am – Exhibits tear down 1:00-5:00pm Hands-on Workshop -GOLD Exhibitors

Outbound Shipping – Pre-pack your own freight and see Hotel outbound shipping below

CONTACTS: Exhibitor website: www.esvw.com/cos

- COS Contact: Matt Van Wie, Phone: (804) 565-6310, Fax: (804) 282-0090, mattv@societyhq.com
- Hotel Event Manager: Amy Jeffries: amy.jeffries@marriottgrand.com , 251-990-6318
- Audio Visual/Rentals Contact: George Cromwell, II: george.cromwell@avispl.com, 251-929-2733

FREIGHT

<p>Ship to arrive no earlier than Mon. Sept. 7 and no later than Wed. Sept. 9</p> <p>HOTEL RECEIVING CHARGES:</p> <p>Packages Up to 25 (lbs) = \$10.00 Packages Up to 50 (lbs) = \$20.00 Packages Up to 75 (lbs) = \$30.00 Packages Up to 100 (lbs) = \$35.00 Packages Over 100 lbs = \$40.00 Pallets/Crates Up to 200 (lbs) = \$150.00 Pallets/Crates 201 – 399 (lbs) = \$250.00 Pallets/Crates 400 lbs and up = \$350.00</p> <p>OUTGOING FREIGHT A \$7.00 outgoing handling fee will apply to all pre-packaged labeled items.</p>	<p>Shipping of Packages Exhibitors should arrange delivery of materials no sooner than three business days prior to the setup day. (No earlier than Wed. Sept. 22)</p> <p>SHIP TO: "Your Company Name/Exhibitor" COS 2009 Annual Meeting EXHIBIT TABLE # _____ Marriott Grand Hotel, Resort, Golf Club & Spa For: COS Annual Meeting, Sept. 10-12, 2009 One Grand Boulevard Point Clear, AL 36564-0639 251-928-9201 Number each package (Box 1 of 3, Box 2 of 3, Box 3 of 3)</p>
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 COS Supporter and Exhibitor Information: www.esvw.com/cos