



Exhibit Table Instructions

Below please find information for **Oceans In Action (OIA) Workshop** exhibitors. There are different locations for exhibit tables, so please check in at the event registration table when you arrive at the venue.

Important Information and dates

1) Registration

When your company registered for a table at Oceans In Action, two full registrations to all days of the workshop were included. For additional table staff, additional registration is required; visit the Oceans In Action website, www.mtsociety.org/oceans-in-action to register additional personnel. If you have not already done so, please contact Kristina Norman, kristina.norman@mtsociety.org, with the names of the two attendees covered under your exhibit table reservation or if you require any changes.

2) Travel and Hotel Information

If you are flying in, Gulfport/Biloxi, MS is the closest airport servicing the Gulfport area. Alternatively, flights are also available to New Orleans, LA. We do have Uber and Lyft in the area, but availability is limited. From New Orleans, it is a 1.5-hour drive and many Uber/Lyft drivers will not travel that far; from the Gulfport/Biloxi Airport, it's 10 min. Rental cars and taxis are available.

Directions: Highway I-10 to Mississippi Exit 34A, proceeding South on Hwy 49. Take 49 to Hwy 90 – turn left onto Hwy 90 – this is also Beach Blvd. Stay in the left lane. The Marriott is on the left 1.1 miles east on your left.

Address: Courtyard Marriott Beachfront, 1600 Beach Blvd, Gulfport, MS 39501, 228-864-4310.

3) Room Block

We have a room block reserved at the rate of \$94/night (per diem), plus applicable taxes/fees. The block is available until October 14, after that price will be based on availability and may increase substantially. To book call 1-228-864-4310 and indicate the Marine Technology Society Group or visit www.mtsociety.org/oceans-in-action.

4) Mailing address

If you need to mail any table materials, please use the following address:

Marriott Courtyard Beachfront
Attn: Monica Allison/Sales
MTS/MSET Oceans In Action, Your name and Company
1600 Beach Blvd
Gulfport, MS 39501



- Please note that we will not be able to handle oversized or heavy shipments at this venue. All exhibits must be carried/rolled in.

5) Set-up and Tear-down

- An exhibit table comes with a 6-ft table, covered and skirted, and two chairs. Electricity is available, please bring your own power cords. Let MTS's Kristina Norman (kristina.norman@mtsociety.org) know if you need electricity – some spots are easier than others.
- Wi-fi is available in all meeting rooms. If you require a landline, please let Kristina know so we can place your exhibit table appropriately.
- The event begins at 1:00pm on November 4th, and some exhibit tables are in the same room as the speakers/audience. You will be able to set up exhibit materials at your table beginning at 9:00am that morning. If you need other arrangements, please contact Laurie Jugan, lajconsulting@bellsouth.net.
- We would like all tables set up no later than 12:30pm on the 4th.
- Break down will be following the speakers on the morning of November 6th. This is expected to be around 10:00am. However, if you plan to participate in the B2B meetings, USM tour, and/or in-water demos, set-up tables can remain until 6:00pm that evening.
- Some exhibit tables will be in the same room as the event. Out of respect for the speakers on the 6th, we ask you do not break down until after 10:00am that day. Materials and equipment from tables must be removed from the building no later than 6:00pm.
- We will coordinate shipping of pre-paid packages back to your company with pick-up on November 7th.

6) Security

We ask you do not leave any valuable materials or equipment at your table overnight. The doors will be locked, but we will not have manned security overnight.

7) Business-to-Business and Business-to-Government Meetings

We are still working on B2B/B2G meetings following the speakers on November 6th. Once we have our anchors solidified, we will send out additional information and post it on the website.

Fifteen-minute one-on-one meetings are planned. Spots will be limited and will be given on a first-come, first-served basis. As soon as the information is available, we will contact you.

8) Contact Information

Phone (MSET number): 228-688-3144

Laurie Jugan Office: 228-688-1192

Cell numbers day of event: 228-216-6600 or 985-640-1681

MTS/Kristina Norman: 202-827-7171, Kristina Cell: 703-870-5272