



EXHIBITOR SERVICES GUIDE

2021 Global SOF Symposium - US March 15 - 17

Grand Hyatt Tampa Bay
2900 Bayport Drive
Tampa, FL 33607

US.gsofsymposium.org

CONTACT INFORMATION

Global SOF Foundation

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Grand Hyatt Tampa Bay

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IMPORTANT DATES

February 18, 2021	Program Guide ads due (if included in your Sponsorship)
March 8, 2021	First day Grand Hyatt Tampa Bay will receive shipments
March 16, 2021	Exhibitor move-in
March 16, 2021	Speed Networking
March 16, 2021	Welcome Reception
March 17, 2021	Exhibit area open
March 17, 2021	Exhibitor move-out

SHOW SCHEDULE

Exhibitor Move-In:	Tuesday, March 16 2021	11:00a.m. - 3:30p.m.
Speed Networking:	Tuesday, March 16 2021	3:00 - 5:30p.m.
Welcome Reception:	Tuesday, March 16 2021	6:00 - 8:00p.m.
Exhibit Hours:	Wednesday, March 17 2021	7:30a.m. - 3:30p.m.
Exhibit Move-Out:*	Wednesday, March 17 2021	3:30 - 5:00p.m.

**All exhibitor materials must be removed from the facility by Wednesday, March 17 at 5:00 p.m. If you require additional time, please contact Ranae Grehl at rgrehl@gsf.org.*

The Next Course - The Honor Foundation Fundraiser Reception (Optional)**

Wednesday, March 17 2021 6:30 - 9:30p.m.

***This event is NOT included in your Symposium registration. This is a fundraiser occurring in conjunction with the Symposium. For information and to purchase tickets, visit <https://www.classy.org/event/thf-or-the-next-course/e317671>.*

BOOTH DECORATING & ELECTRICITY & AV

Tabletop spaces are 6' x 8' and do not include back drape or an ID sign. The following items are included.

- 6' table
- 2 chairs
- Waste basket
- Flooring is carpeted

Please note: exhibitors may not affix any items to hotel walls or windows.

Additional amenities such as AV, electricity, etc. are not included but may be purchased via DCE or the Grand Hyatt Tampa Bay.

DCE: AV Orders (Monitors, etc)

Chad Tapia, Chad@dcelive.com, 813-606-4105

Grand Hyatt Tampa Bay: Electric

Each tabletop location is close to a standard power connection. Exhibiting companies are encouraged to bring their own power cords, etc to connect.

ADVANCE SHIPPING INFORMATION

The Grand Hyatt Tampa is accepting shipments in advance of the event. The shipment cost depends on the size of the shipment. The cost scheduled is below:

Up to 50 lbs:	\$ 8.00
50 - 75 lbs:	\$ 10.00
75 -100 lbs:	\$ 25.00
Pallets:	\$100.00

When shipping directly to the hotel, make sure the below is listed on all boxes:

2021 GSF Symposium

March 15 - 17, 2021

[Name of Company Receiving Shipment, Name of Individual]

Grand Hyatt Tampa Bay
2900 Bayport Drive, Tampa, FL 33607

RETURN SHIPPING INFORMATION

Place the packages you'd like to ship on your tabletop. A representative from the Grand Hyatt will ensure your packages are shipped via the method indicated. (Prepaid shipping only)

REGISTRATION

If you have not already done so, please ensure you register your complimentary Symposium pass included with your tabletop(s). Use the link below and the code **21GSSEX**.

<https://my.gsof.org/events/event-registration/?id=45f7115e-d59c-e911-80e7-0003ff52cd-d6>

HOTEL RESERVATIONS

To make hotel reservations in the event room block, please use the link below.

<https://us.gsofsymposium.org/lodging>

PROGRAM GUIDE AD SPECS

Click the link below to access the program guide ad specs. All artwork must be received by February 18th, 2021.

https://docs.google.com/document/d/1ZUQGXjXbXG57rprTk1W9mi_Sv-plmYsKdgSfkJ6PGPo/edit

Naming Convention: CompanyName.pdf

Upload to this Google Drive folder. Please let us know if you have any issues gaining access:

<https://drive.google.com/drive/folders/1A43AnePp84NgijLjBApmHAdRQzWZMh5s?usp=sharing>

