



RESOURCE CENTER INFORMATION

On behalf of the Detroit Host Committee and CESSE, I would like to thank you for your generous support of the CESSE 2008 Annual Meeting this coming July 15-18, 2008 at the Detroit Marriott at the Renaissance Center in Detroit, Michigan.

As part of your Sponsorship package, we offer each company a display area in the Resource Center. This year the **Resource Center** will be **located on Level 5 Inner Circle** - all refreshment breaks will take place in this location and the majority of break-out sessions are located on this level - providing maximum opportunity to talk with CESSE members.

This area is planned to give good visibility to each sponsor's materials. Tables will be placed around the perimeter of the Inner Circle for attendees to browse during breaks and in-between sessions, with table tents to identify each participating sponsor.

The Resource Center times:

- **Set-up for Sponsors:**
 - Monday, 7/14: 4 pm – 8 pm
 - Tuesday, 7/15: 7 am - 6:00 pm
 - Wednesday, 7/16: 6:30 am – 7:30 am
- **Display Times:**
 - Tuesday 7/15: 12N – 5 pm
 - Wednesday - Thursday 7/16 – 7/17: 7 am -5 pm
 - Friday - 7/18: 8 am – 10:00 am
- **Tear Down:** Friday, 7/18, 10 am – 11:30 am
 - All tables need to be cleared of materials by 11:30 am. All materials left after 11:30 am will be discarded.

Set-up Instructions:

- Tables will be set and table tents in place for each sponsoring company beginning on Monday, July 14, 2008 at 4 pm.
- Each sponsor will have an area of approximately 18" wide by 30" deep to place 1-2 stacks of brochures and business cards. Please be considerate of your neighbor and not exceed the space limitations.
- It is the responsibility of sponsors to place their materials on the tables and to replenish as needed. Additional brochures may be stored under the tables.

Remember, this is not meant to be a staffed trade show or exhibit. It is merely a resource area where attendees can obtain information about your service and business.

SHIPPING: If you plan to ship your brochures, you can send to:

Detroit Marriott at the Renaissance Center
c/o (Guest Name)
CESSE 2008 - Resource Center
Detroit, MI 48243

- **Note:** Recommend to ship via FedEx or UPS.
- **Acceptance of shipments:** the Detroit Marriott at the Renaissance Center will accept shipments 10 days prior to the first day of the conference at no charge.
- **Accessing your shipment on site:** Bell stand – Level 3 (Main Lobby). The bellman will be happy to transport your boxes, upon request on-site, to the Resource Center. Gratuities accepted.
- **Return Shipping information:** On-Site Catering Services Department

Quantity of brochures for display, recommended quantity is 100. Clients can always take your business card, and many will.

Registering your Staff: Each sponsor is allocated a specific number of registrations and have been sent a Sponsor Registration Email on April 7th from our registration company – Showcare - which outlines the registration process and includes a password/code for each allotted staff registration (please register ASAP with your code if you haven't already). Additional staff beyond this allotment should be registered as an "Additional Supplier Staff" on the CESSE Website at www.cesse.org/cesse2008 or click this link: [Click here to register now!](#) Don't forget to make hotel reservations too, if you haven't [Click Here to Make Your Reservation Now!](#)

Have questions?! Please contact:

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