

# Additional Notes:

## Exhibit Space:

The exhibit hall will open for set up at 7 a.m. on Monday, May 31<sup>st</sup>, 2016. All exhibits must be removed from the exhibit hall by 11:59 p.m. on Thursday, June 2, 2016. Exhibit space is 8'x8' and includes a 6' table, 2 chairs, wastepaper basket, 110V power, and Wi-Fi. The ceiling height is 13', and there is loading dock access.

Additional exhibit space is \$250 for each unit. If large amounts of power, water, or other special needs are required, there will be an at-cost additional charge. Contact the conference site for those special arrangements.

## Registration:

Conference registration is tentatively set at \$145/person.

If you receive a complimentary registration with sponsorship, you must still register like a delegate for our records, but with no charge.

## Planetarium/Portable Dome:

To avoid being in the planetarium until the wee hours of the morning, a second dome (20') with a SMG II will be available in lobby of the conference hotel. Shows will be running continuously on Tuesday & Wednesday mornings. These same shows will be presented during the evening hospitality times on Wednesday and Thursday evenings. Therefore, each movie is screened at least twice; once in the morning and once in the evening. This venue is booked on a first come, first serve basis. Cost will be \$175/feature full-dome movie plus any cost for conversion to playback format, if any.

## Guidelines to Setting Up Equipment and Content in the Planetarium:

If you are submitting content to play back either of our dome systems, your file must be received by us at least 30 days before the conference starts (6/1/16); Full-dome content for the SMGII should be: 2400 x 2400 resolution, 30fps or 60fps, h.264 at 25Mbps or MPEG2 at 35Mbps (data rates are suggestions

for good quality), Containers: MPG, MP4, MOV. 2-ch audio may be muxed into the file (PCM or AAC, AC-3 is fine), or provided as a separate wav file.

If you are planning to temporarily set up equipment in the W.A. Gayle Planetarium theater, you **must schedule time to install the equipment between:** 9 a.m. to 5 p.m. on Mon., May 31<sup>st</sup>, 2016, or 9 a.m. to noon on Tues., June 1, 2016. If you need an earlier date, please consult our planetarium staff. Conference equipment may not compromise nor block any of the permanent equipment, not block aisle ways or exits; material may not be attached to equipment in any way or to anything in the theater; Equipment can be removed between 8 a.m. and 12 p.m. on Friday June 3<sup>rd</sup>, or Saturday, June 4<sup>th</sup>, 2016, or other times/dates based on our schedule. Schedule a time and date with the planetarium staff.

**Please see attached theater layout schematic.**

## Stuff It!! (Part of the Conference Bag):

If you would like to have vendor materials included in the Conference Bag, there will be a nominal fee of \$25. Please ensure you provide at least 150 items, not later than May 1<sup>st</sup>, 2016.

## ~ SEPAWAC 2016 ~

Our goal is to provide a great conference for both the delegates and the vendors. Please don't hesitate to ask if there is something we can do for you.

## Contact:

Rick Evans  
W.A. Gayle Planetarium  
1010 Forest Ave  
Montgomery AL. 36106  
rlevans@troy.edu  
334-625-4799 - phone  
334-240-4665 - fax  
334-467-0174 -Cell

