

Quick Reference Guide

EVENT DATES: 28 July – 1 August
EXPOSITION DATES: 30 July – 1 August
LOCATION: Colorado Convention Center

Find all the information you need to plan for the show in this document or navigate through by topic on the [Exhibitor Resources](#) page. Use the [Checklist](#) to stay on track with all exhibit deadlines!

Visit the [Job Fair Participant Guide](#) for information about participating in the Job Fair in the Professional Pavilion.

EXHIBIT HALL

- The exposition is located in Hall A on the Exhibit Level.
- View the [Floor Plan](#) to find your booth and see who is exhibiting

EXHIBITOR SCHEDULE

Exhibitor Move-in:

Friday, 26 July	8:00 am – 4:30 pm
Saturday, 27 July	8:00 am – 4:30 pm
Sunday, 28, July	8:00 am – 4:30 pm
Monday, 29 July	8:00 am – 4:30 pm

Exposition Hours:

Tuesday, 30 July	10:00 am – 6:00 pm
Wednesday, 31 July	10:00 am – 6:00 pm
Thursday, 1 August	10:00 am – 4:00 pm

Exhibitor Move-out:

Thursday, 1 August	4:00 pm – 7:00 pm
Friday, 2 August	8:00 am – 4:00 pm

WHAT'S INCLUDED WITH YOUR BOOTH?

- An allotment of SIGGRAPH 2024 registrations based on your booth size
- Listing in the Online Exhibitor Directory
- 8'H black back drape and 3'H side black drape
- Identification sign for booths 300 square feet or less

Note: The exhibit area is not carpeted. Floor covering is required for your exhibit space.

REGISTER FOR YOUR BADGES

Exhibiting companies receive a complimentary allotment of (6) Exhibits Only, (1) Full Conference and (2) Experience

registrations per 100 sq ft of exhibit space. Login to the [Exhibitor Dashboard](#) for more information and to register. If you have any registration questions or need assistance, please contact registration-s2024@SIGGRAPH.org.

RULES, REGULATIONS & LABOR JURISDICTIONS

Be sure to review the [SIGGRAPH Exhibit Construction Guidelines](#) and [Exhibitor Terms & Conditions](#) to ensure a smooth setup experience. Also review the [labor jurisdictions](#) so that you are aware of what your staff are permitted to set-up. Exhibitors using contractors other than official show contractor must submit their [Notice of Intent to Hire an Exhibitor Appointed Contractors \(EAC\)](#) by Friday, 28 June 2024.

LIABILITY INSURANCE

All exhibitors are required to carry liability insurance with [required coverage limits](#). Certificates of Insurance (COI) must be emailed to sales@rainprotection.net by 28, July 2024. Insurance coverage is not optional. If you need event insurance, it can be purchased through [Rainprotection](#).

Exhibitors using an Exhibitor Appointed Contractor (EAC) to set-up/dismantle their booth must submit their [Notice of Intent to Hire an EAC](#) by 28 June 2024.

NEW THIS YEAR! REQUEST TO SERVE ALCOHOL / HAPPY HOUR PARTICIPATION

Find information about the new Happy Hour and option to serve alcohol from your booth in the [Request to Serve Alcohol / Happy Hour Participation regulations](#). If you are planning to serve alcohol or food & beverages during any official exhibition hours, or during the new Happy Hour, taking place Wednesday, 31 July from 4:30 -6:00 pm, and wish to be included in attendee promotions, you must submit the [Request to Serve Alcohol form](#) by 10 June 2024.

SHIPPING & MATERIAL HANDLING INFORMATION

Booth materials can be shipped in advance to the warehouse or direct to show site.

Shipping Type / Method	Date / Time Accepted
Booth Material Shipments to Advance Warehouse	26 June – 17 July
Booth Material Shipments Direct to Show	26 July – 1 August

Material Handling or Drayage includes the unloading of your shipment, transporting the freight to your booth, storing and

returning your empty crates/cartons and reloading your shipment at the close of the show. This is a separate fee so review all rates and information in the [Exhibitor Service Kit](#).

CONNECT WITH ATTENDEES

Online Directory Listing

The Online Directory is THE place attendees go to see who is exhibiting at the show and learn more about their products and services. Your directory listing automatically includes company contact information and your booth number. You may add a company description, social media links, and select exhibitor categories. Login to the [Exhibitor Dashboard](#) to update your information.

Take your online directory listing a step further by upgrading your profile. After logging into the [Exhibitor Dashboard](#) click on Boost my Listing to find the package that's right you.

Promotional Opportunities

Boost your brand recognition, expand your network, and establish valuable connections to engage with the SIGGRAPH community beyond your booth.

- Show off your company and find your next super-star in the [Professional Pavilion: Job Fair](#).
- Increase your brand exposure and extend your reach through a [sponsorship](#).

Contact [Fabian Rabanal](#) and [Anthony O'Shea](#) to discuss opportunities.

Promotional Resources & Social Media

Let your customers, professional networks, and peers know that you will be participating in SIGGRAPH 2024. Visit the [Promotional Resources](#) page for graphics and post suggestions.

Follow us on social media and don't forget to use #SIGGRAPH2024 when posting about the show.

BUSINESS SUITES

[Business Suites](#) are available for rental from Sunday, 27 July through Thursday, 1 August. They can be used to introduce new products, hold private meetings and interviews or host education sessions, which can be listed in SIGGRAPH's official schedule of events if you wish. They come in a variety of sizes and include an allotment of Exhibit Only passes to use for staff or guests. [Learn more now](#).

[Apply for a Business Suite](#) or contact [Fabian Rabanal](#) and [Anthony O'Shea](#) for more information.

IMPORTANT DATES

Below is a snapshot of key dates. Stay on track by reviewing the [Exhibitor Checklist](#) for the full list of deadlines.

- **26 June – 17 July:** Booth materials shipments accepted at **advance** warehouse
- **8 July:** After this date, hotel reservations are based on availability and rates may vary.
- **28 June:** Last day to receive discounted rates for Freeman orders
- **26 July – 1 August:** Booth materials shipments accepted **direct** at show site

OFFICIAL VENDORS

Official SIGGRAPH vendors include:

General Service Contractor: Freeman

Audio-Visual, Labor, material handling, shipping, furniture, product storage, carpet, cleaning, and rigging
28 June - Discount Deadline
Phone: +888-508-5054
[Order Online](#)

Electrical, Plumbing, Internet, Telephone: Colorado Convention Center

12 July - Discount Deadline
Phone: +303-228-8027
orders@denverconvention.com
[Order Online](#)

Food & Beverage: Sodexo, Colorado Convention Center

8 July - Discount Deadline
Phone: +303-228-8041
John.Jessen@Sodexo.com
[Order Online](#)

Floral: Little Eden

8 July - Discount Deadline
Phone: +720-260-3572
littleeden@mac.com
[Order Online](#)

Registration & Lead Retrieval: RCS

registration-s2024@SIGGRAPH.org
[Order Online](#)

Hotel Reservations: onPeak

[Hotel information](#)

Liability Insurance: Rainprotection

sales@rainprotection.net
[Order Online](#)

EXHIBITOR WARNINGS

Please be aware of solicitations from vendors not affiliated with the SIGGRAPH. If a company is not an official event vendor, ACM cannot guarantee the legitimacy of their claims. If you are solicited by any group other than the official vendors listed above, please contact customercare-s2024@siggraph.org.

ON-SITE

Networking:

Review the [Conference Schedule](#) and take advantage of networking opportunities.

Parking:

Review the parking information for the [Colorado Convention Center](#).

Move-out:

Be sure to review the [Freeman Move Out Information](#).

NEED HELP?

Contact customercare-s2024@siggraph.org.