



## OCEANS'14 MTS/IEEE St. John's Exhibitor Bulletin #2

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**To All OCEANS'14 St. John's Exhibitors:**

Here is the second Exhibit Bulletin. Please read it carefully as it contains several deadline dates. And please do not hesitate to call or email me with any questions you may have.

### **1. Hotel Room Reservations**

**The reservations links for the hotels in St. John's is open and accepting hotel reservations.**

Hotels are filling up fast so make your reservations as early as possible.

**You can access the hotel link from the OCEANS'14 MTS/IEEE St. John's website at**

**[www.oceans14mtsieestjohns.org/main.cfm/EID/18/Hotels/](http://www.oceans14mtsieestjohns.org/main.cfm/EID/18/Hotels/)**

**SCAM ALERT - Please note that there is no other organization handling hotel reservations for OCEANS'14. Any call or email you receive should be ignored. They DO NOT represent OCEANS or any of our participating hotels. If you have any questions, please contact me.**

### **2. Travel to YYT - St. John's**

When making travel arrangements for St. John's, Newfoundland and Labrador please remember the airport code is **YYT**. There is another city in Canada (approximately 1,000 km from the OCEANS'14 host city) called Saint John, New Brunswick and in the past people travelling have mistaken our city for the other. So please ensure you or your travel arranger makes the correct choice, remember **YYT**. If you have any questions relating to travel to St. John's - YYT please feel free to contact Cathy Hogan, OCEANS'14 Project Manager - [cathy.hogan@oceans14mtsieestjohns.org](mailto:cathy.hogan@oceans14mtsieestjohns.org) Please visit the website at <http://www.oceans14mtsieestjohns.org/main.cfm/CID/4/TravelAccommodations/> for a complete listing of airlines and view the "Map" on the routes to YYT. See you in September !

### 3. Exhibitor Kit

The Exhibitor Kit for ordering furnishings, carpet, electrical, etc. is on the website [www.oceans14mtsieestjohns.org/main.cfm/EID/60/Exhibitor-Kit-and-Contact-Information/](http://www.oceans14mtsieestjohns.org/main.cfm/EID/60/Exhibitor-Kit-and-Contact-Information/) under the Exhibition Tab and will also be emailed to you in PDF format from Eastern Audio, who is our Official Decorator. It includes the forms you need for ordering as well as a listing of contacts for different aspects of the Conference. If you have any special design needs other than the standard orders, let me know and I will forward you to my Eastern Audio contact. The deadline for Advance ordering discounts in **September 8, 2014**.

### 4. Exhibitor Registration

You should have received an email from me with your Exhibitor Passcode. You will need to this code to access your exhibitor registration. Complete instructions are on the email however, yell with questions. This is the direct link to the Registration page : <http://www.oceans14mtsieestjohns.org/exhibitor/register>

### 5. Final Program Listing

This year, same as last, you will be inputting your program listings through the exhibitor registration website along with your exhibitor registration. Please make sure you input your listing. **AND CHECK YOUR ADDRESS, PHONE, EMAIL** as that will be what appears in the Final Program. **Even if you are not ready to register your exhibitor personnel, please go into the website and input your Profile (Program Listing).** The deadline for program information to be included in the Printed Final Program is **August 1, 2014**.

**This is the only Official Program listing for OCEANS 14 MTS/IEEE St. Johns. It has been brought to our attention that a group, Event Fair, has been soliciting OCEANS exhibitors. They do not have any affiliation with OCEANS.**

### 6. Customs and Freight

PF Collins is the official customs broker for OCEANS 14. Please contact them for your international shipments. [bgill@pfcollins.com](mailto:bgill@pfcollins.com)

### 7. Exhibit Hours

#### **Move In**

Sunday, **September 14** - 12 noon to 6:-00 pm

Monday, **September 15** - 7:00 am to 7:00 pm

### **Exhibit Hours**

Tuesday, **September 16** - 10:00 am to 7:00 pm (includes Exhibitor Reception)

Wednesday, **September 17** - 9:00 am to 5:00 pm

Thursday, **September 18** - 9:00 am to 3:30 pm

### **Tear Down**

Thursday, **September 18** - 3:40 pm to 7:00 pm

### **8. Patron Opportunities**

We still have many good patron opportunities available. Take a look at the Patron section on the website at [www.oceans14mtsieeestjohns.org/main.cfm/CID/5/Patrons/](http://www.oceans14mtsieeestjohns.org/main.cfm/CID/5/Patrons/) for more information.

### **9. WIFI**

WIFI will be complimentary both at the Delta Hotel and the Mile One Exhibition Center.

I am looking forward to working with all of you for OCEANS'14 MTS/IEEE St. John's and please contact me if you have any questions.

Sue Kingston

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