



Dear Exhibitor,

The PCA/ACA is very excited that you will be joining us at this year's conference in Indianapolis, IN.

- We will not be using an outside vendor to ship your materials to the hotel; You will be responsible for shipping your materials to the J.W. Marriott, Indianapolis. The hotel address is:

10 S West St, Indianapolis, IN 46204

- The PCA/ACA will cover the hotel receiving costs for your shipments.
- All shipments should be received no earlier than April 7, 2017.
- **You will be responsible for any storage fees resulting from early shipments.**
- At the conclusion of the conference, you will be responsible for shipping your materials back to your organization.
- Your registration fee will remain the same this year.
- We are arranging to have coffee service in the exhibit hall or just outside your area.

Please arrange to have your materials at the Marriott Marquis San Diego Marina 333 West Harbor Drive, San Diego, California 92101, **no earlier than Friday, March 23rd** or you will be charged a storage fee by the hotel. Attached are important shipping instructions from the Marriott. Please mark your boxes **PCA Conference** and your **Publishing House Name** so that boxes can be properly sorted.

**Important dates and times (times are subject to change):**

Set-up: Tuesday, March 27th, 2017, 12pm – 4pm.

**Exhibit Hall Hours:**

- Wednesday, March 28: 9:00 am to 5:00 pm
- Thursday, March 29: 9:00 am to 5:00 pm
- Friday, March 30: 9:00 am to 5:00 pm
- Saturday, March 31: 9:00 am to 1:00 pm

**Register:** Send the attached form to Brendan Riley, by email to pay via credit card or on paper to pay by check

Questions about exhibits should be sent to:

Joe Hancock, [jhh33@drexel.edu](mailto:jhh33@drexel.edu)

Registration should be sent to:

Brendan Riley, [briley@colum.edu](mailto:briley@colum.edu)

We look forward to seeing you in Indianapolis in March!

Sincerely,

Joe Hancock  
Executive Director – Events  
[jhh33@drexel.edu](mailto:jhh33@drexel.edu)  
610.564.6200

Brendan Riley  
Executive Director - Operations  
[briley@colum.edu](mailto:briley@colum.edu)