

Congratulations again at getting your CHI submission accepted! As the conference is approaching, here are a few things you need to know and start preparing for.

Before getting to Boston:

Equipment

1. If you have not received your booth details, ask us about what furniture & equipment your booth will have, in order to see what you need to ship in Boston.
2. If your peripherals do not operate with 120V, do remember to bring a power converter. Also bring as many power bars and extensions as you need to run your equipment (Interactivity cannot provide you with power bars and extension cords for non-US power). If you are coming from the US and Canada and need extra power-bars let us know beforehand.
3. While there will be security personnel walking the exhibition floor, we strongly encourage you to bring enough steel cables and locks to secure your computers and other valuables during the times you leave your booth unattended. If you have small components such as cell phones that you are not taking back with you at the end of the exhibit (e.g. cell phones), think about bringing a lock box to store and secure your valuables.

The interactivity exhibition will run this year Monday during the CHI reception (6:30-10), Tuesday from 2:30pm-6pm, and Wednesday from 2:30pm-6pm.

Shipping

1. After you've decided what to ship to Boston and their weight and volume, it is good to contact shipping companies for quotes. Interactivity participants in the past have used successfully shipping companies such as FedEx and UPS
2. When you have decided on a shipping vendor company, you need to plan your shipping. Shipments to the Boston Hynes Conference center are being coordinated by **Brede Exposition Services** and your items need to be shipped to them. We are including a guide with various information pertaining Brede and their set of services. We encourage you to contact them directly if you have any questions after reading this document and their materials. Planning your shipping involves:
 - a) Choosing where to ship your equipment. If you believe your shipment will arrive before March 27th 2009, you must ship your equipment to the Brede warehouse. If you believe your shipment will arrive to Boston **after** August 5th, you must ship your equipment directly to the convention center. **You must fill and use the Brede labels** (in addition to whatever labels your shipping provider uses) provided in the attachment (pages 11 & 12) depending of the destination of your shipment. You can find the your booth information at the booth layout plan. If you are shipping your equipment from overseas, do please give yourself enough time so that the equipment can clear customs and make it in time.
 - b) After your shipment arrives in Boston, Brede will receive it, store it, and deliver it to your booth. There will be costs associated with this handling, and an estimate of these can be found in the document we provided. You need to contact Brede to have a precise quote of the charges and to arrange for the payment form. Boston labor laws state that inside the Hynes center, all handling of packages must be done by Union labor, and we appreciate your understanding in these matters.
 - c) During the conference there will be a Brede service desk that will be able to assist you with bringing your package from their storage room to your booth and to arrange for your package to be shipped back to your place of origin. They will be your point of contact for all your shipment and storage needs during the conference.

3. If you are bringing your equipment with remember to check with your airline about package restrictions, security and shipment of "somewhat suspicious" electronic equipment.

Please note that Interactivity and CHI are NOT responsible for any damage or theft that may take place during shipping and delivery. It is up to you to discuss the details of the shipment and insurance with your preferred company.

In Boston

Setup

As Interactivity officially starts on Monday at 6:30pm (during the reception), you may want to setup your booth on Sunday April 5th (to be able to enjoy the conference Monday). To set up your booth, you will first present yourself at the Brede service desk and ask for your shipment. Brede will locate your package(s) and move them to your booth. You are responsible for unpacking your belongings. If you plan to re-use your packing supplies we encourage you to keep them. If your packing boxes are something that can be carried easily by hand, we recommend to you that you take them back to your hotel. If you require a special storage facility for something more conspicuous (such as heavy or large wooded crates) Brede will help you remove and store your supplies (for a fee). The Interactivity chairs and SVs will be on-site starting Sunday April 5th to help you (e.g., you can setup you signs, posters, etc early in advance)

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During the Conference

The Interactivity exhibition will run this year Monday during the CHI reception (6:30-10), Tuesday from 2:30pm-6pm, and Wednesday from 2:30pm-6pm. This schedule represents is a significant reduction in time from previous years. We want to give you an opportunity to enjoy the conference sessions as much as possible while maintaining an engaging and focused presence while Interactivity is running. Let us make this a great Interactivity!!

There will be a patrolling guard during the nights at the exhibition floor. To further ensure the safety of your belongings, you might want to secure them with a steel cable and padlock system, or you might want to store them somewhere safe during the night. If you decide on the later and your equipment is something that can be carried easily by hand (e.g. a laptop), we recommend to you that you take them back to your hotel. If you require a special storage facility for something more conspicuous (anything that requires a cart) Brede will help you remove and store your supplies (for a fee).

Uninstalling

While the last Interactivity session is on Wednesday, setting down the interactivity floor takes place on Thursday. You are responsible to pack your equipment and to make the necessary arrangement to ship it pack to your place of origin. Sometimes it is more cost-effective to arrange pickup with your shipping provider at the time you ship you ship your equipment to Boston, so do inquire with them. The Brede service desk at the Hynes conference center deals frequently with sort of business and will also be able to help you (for a fee) make the necessary shipping arrangements.

The Interactivity chairs and SVs will be on-site starting Thursday April 9th to help you as well.

Please note that Interactivity and CHI are NOT responsible for any damage that may take place during the shipment. It is up to you to discuss the details of the shipment and insurance with your preferred company.