



## FAOP Annual Conference - Exhibitor Guidelines

Topic	Guidelines
Continuing Education	<p>Exhibitor Participants who are interested in taking classes during the conference must:</p> <ul style="list-style-type: none"> <li>❖ Register as a conference participant prior to the registration deadline (\$25.00 late fee is charged after this deadline).</li> <li>❖ Pay the conference rate for each day of Continuing Education (Exhibitors may not take classes or receive Continuing Education credits unless they pay to attend classes). <b>All registered Table Attendants interested in taking Courses receive \$100.00 discount on conference registration fees (Friday, Saturday only).</b></li> <li>❖ Sign-In for all classes taken at the proper sign-in times.</li> </ul>
Exhibitor Set-Up	<p>Exhibitor Set-Up takes place from 10:00am - 3:00pm on the opening day of the conference.</p> <ul style="list-style-type: none"> <li>❖ All tables must be completely set up by 3:00pm</li> <li>❖ Lunch is NOT provided for Exhibitors during set-up. Lunch on Thursday is for Conference Participants ONLY. Light snacks will be provided for Exhibitors in the Vendor Hall.</li> <li>❖ If unpaid attendants are assisting with set-up, they must exit the Vendor Hall by completion time of 3:00pm.</li> </ul>
Exhibitor Displays	<p>Exhibitor Displays must meet the following:</p> <ul style="list-style-type: none"> <li>❖ Walkways must be free of any obstruction.</li> <li>❖ Standard Tabletop displays that exceed 30" above table height must be noted on the Exhibitor Registration Form so that your table can be appropriately placed in the Vendor Hall. If we are not properly informed of this prior to the conference, your display cannot be used.</li> <li>❖ Tables and Displays WILL NOT be moved on the day of set-up under any circumstances. If you are concerned about your location in the Vendor Hall, you may contact our office at least 14 days prior to the start of the Conference. We will make every attempt to assist you. Table numbers are issued upon Registration and is on a first come first served basis.</li> </ul>
Meals	<p>Exhibitor Attendant Meals:</p> <ul style="list-style-type: none"> <li>❖ Thursday <ul style="list-style-type: none"> <li>- A light snack will be provided during set-up. Lunch is not provided.</li> <li>- The Exhibitor Reception is open to all registered Attendants</li> </ul> </li> <li>❖ Friday <ul style="list-style-type: none"> <li>- Lunch is provided to all registered Attendants inside the Vendor Hall</li> <li>- The Evening Banquet is open to all registered Attendants. An RSVP is required on the Exhibitor Registration Form if you would like to attend the Banquet.</li> </ul> </li> </ul>
Exhibitor Attendants	<p>With Regard to Table Attendants:</p> <ul style="list-style-type: none"> <li>❖ The Exhibitor Registration Fee includes 1 (one) table attendant.</li> <li>❖ Additional Attendants may be registered for a fee of \$200.00 per Attendant.</li> <li>❖ No more than 3 (three) Attendants are permitted per paid table.</li> <li>❖ If your Company is hosting a Vendor Workshop, the individual giving the Presentation MUST be registered as a Table Attendant.</li> <li>❖ Exhibitor Meals, including the Reception and Banquet are only open to registered Table Attendants.</li> <li>❖ Attendants must wear their Name Badge at all times during Exhibitor Hall hours.</li> </ul>
Exhibitor Tear Down	<p>Exhibitor Tear Down takes place from 12:00pm - 3:00pm on the closing day of the conference.</p> <ul style="list-style-type: none"> <li>❖ Exhibitors are NOT permitted to tear down their table before 12:00pm.</li> <li>❖ A Shipping Representative and labels will be provided during tear down.</li> <li>❖ Table Attendants may not leave the premises until all of their belongings are collected or shipped.</li> </ul>