



## Exhibitor Guidelines / Important Information

Exhibitor Set-Up	<p><b><u>Exhibitor Set-Up takes place from 12:00PM - 5:00pm on Thursday, August 4th</u></b></p> <ol style="list-style-type: none"> <li>1. All tables must be completely set up by 5:00pm</li> <li>2. Any unregistered people assisting with set-up will not be allowed into the exhibit hall after Thursday.</li> </ol>
Exhibitor Tear Down	<p><b><u>Exhibitor Tear Down takes place from 11:00am - 3:00pm on the closing day of the conference, August 6th.</u></b></p>
Exhibitor Displays	<p><b><u>Exhibitor Displays must meet the following:</u></b></p> <ol style="list-style-type: none"> <li>1. Walkways must be free of any obstruction.</li> <li>2. Tabletop displays must not exceed 30" above table height.</li> <li>3. Tables MUST NOT be moved on the day of set-up under any circumstances per legal restrictions.</li> </ol>
Meals	<p><b><u>Exhibitor Meals:</u></b></p> <ol style="list-style-type: none"> <li>1. Thursday             <ol style="list-style-type: none"> <li>a. A light snack will be provided during set-up.</li> </ol> </li> <li>2. Friday             <ol style="list-style-type: none"> <li>a. Lunch is provided to all registered vendors inside the Exhibit Hall.</li> <li>b. The Friday night banquet is open to each registered exhibitor and a guest. Tickets can be picked up at the registration booth.</li> </ol> </li> <li>3. Saturday             <ol style="list-style-type: none"> <li>a. A light snack will be provided during the morning break.</li> </ol> </li> </ol>