



## **2018 NAAHP Conference Exhibitor Guidelines**

The 2018 NAAHP conference will attract over 500+ people to Miami, FL for its activities. The guidelines set forth here are designed to help exhibitors in their advance planning and to minimize confusion during the setup and operation at the conference. Changes to schedule or other details described in this document may occur without notice at the discretion of the NAAHP.

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### **1. What do exhibitors receive with each table rental?**

>Two complementary conference registrations, including full credentials and name badges identifying each person as an exhibitor.

>Promotion as an exhibitor via company or organization name listed on the exhibit webpage.

>One six-foot table, two chairs in exhibit area. (Flip chart, display tripod or laptop are available for an additional fee by the Kovens Center and must be indicated on the online registration form or noted on the printed registration form).

**2. May exhibitors choose their table size?**

No, there is only one size table available. Exhibitors may request more than one table if space is available. A fee is assessed for each additional table requested. Sponsors receive one or more complimentary tables depending on their level of sponsorship.

**3. How are table spaces assigned?**

Table space assignments is based on, but not limited to, sponsorship level and availability at the time payment is received. Table assignments and floor plans will be shared prior to the conference. Exhibitors should ask for the exhibit coordinator at the information table to receive their exhibitor packet containing information regarding their allocated space.

**4. How will I know if a table space has been reserved for my company?**

When your completed application and payment are received, an exhibitor confirmation notice will be emailed. Your payment will be returned if all available space has been filled.

**5. What happens if I want to apply to exhibit after the deadline of September 1, 2018?**

Depending on the availability of spaces in the exhibit space, your application may or may not be accepted.

**6. What happens if I must cancel my table space?**

A written request for refund must be received by September 25, 2018. No refund will be issued after that date. Please note a \$100 processing fee will be deducted from your refund.

**7. What happens if I do not use my table during the conference?**

If an exhibitor fails to occupy the table, the NAAHP is under no obligation to refund the fees paid by the exhibitor and maintains the right to use the unoccupied table as it deems fit.

**8. Is applying for a table in the exhibit hall the same thing as registering for the conference?**

Yes, two complementary conference registrations are included with each exhibit package and names of each person must be submitted by Friday, September 21, 2018. Additional people who wish to attend must register separately through the NAAHP registration site, and are not included in the exhibit fee. Exhibitors that preregister for the conference will be able to pick up their registration packets at the information / exhibit/sponsor table starting on Thursday, October 25 at 9:30am.

**9. What do I do if I have electricity, audio/visual, or internet connectivity needs at my table?**

Complimentary Wi-Fi will be available at the Kovens Center, copies of the log in instructions will be available in your exhibitor registration packet as well as on your table. The following items are available upon request but subjected to additional fees:

- Display Tripod - \$5.00 (USD)
- Flip Chart - \$20.00 (USD)

- Electricity - \$20.00 (USD)
- Laptop Computer - \$100.00 (USD)

Request for above should be indicated in registration form under technology access. A completed Vendor Request form must be completed to secure requested technology during day of exhibit. Contact information will be sent to exhibitors after the exhibitor application and payment have been received.

#### **10. When do exhibitors set up, exhibit, and tear down?**

Exhibit space hours:

- Exhibit setup: Thurs., October 25, 9:30 a.m. - 2 p.m. EST.
- Thurs., October 25: General exhibits, 12 p.m. – 6:30 p.m. EST.
- Fri., October 26: 8 a.m. – 6 p.m. EST.
  - **Sat., October 27:** 8 a.m. – 4 p.m. EST.
  - **Exhibit teardown:** October 27, 3 p.m – 5 p.m. EST.

The exhibit schedule above is based upon the general session schedule as published in the conference agenda. **Any changes to the general session schedule that may occur during the conference will result in conforming shifts in the exhibit schedule and will be announced.** Exhibits may be set up from 9:30am to 2 p.m. EST. on Thursday, October 25, or after that at any time the exhibit space is scheduled to be open. The exhibit space area will not be available for private demonstrations, unpacking, or setup beyond the setup time and the regular exhibit schedule noted above.

**Breakdown and removal of all items from the exhibit space must be completed by 5 p.m. EST. on Saturday, October 27**

#### **11. Will exhibitors be able to leave their booths set up after each conference day or required to break down and reassemble each day?**

Exhibitors can leave their items at the end of each conference day (with exception of personal items). The building is locked and only FIU staff and the campus security have access to the Kovens Center after event-hours.