

# BOOTH GUIDELINES



## **BOOTHS**

All booths are uniform 6'X8' with 8' high back drape and 3' high side rails. Exhibitors will be provided with a standard 6' draped table, two chairs and a wastebasket. HARDI provides a standard company identifying sign for the rear drape of your booth. No pop-up booths or additional furniture are permitted.

## **SMALL PRODUCT DISPLAY & MERCHANDISE**

Product display must fit within the size of your tabletop. Displays may not be more than 4-feet high from the top of the table. Exhibitors may also use their table top area to display whatever company literature, products, samples, giveaways or information that is not in violation of local fire or safety ordinances and that can fit within the confines of the exhibit table top, including space for exhibiting employees. Exhibits may include banners, however they cannot exceed 8' high and must also fit within the confines of the booth. Exhibits may not contain any hazardous materials and may not produce noise levels that would be intrusive of other tabletops.

## **MOVE IN/ MOVE OUT**

Exhibitors may move materials into their assigned booth space on Monday, December 6, beginning at 9AM. Please plan to complete setup by 12PM. Conference Booth hours are Monday, December 6, 1:45 - 4:45 PM. Move-out must begin promptly at 4PM following the conclusion of the booth program.

## **ELECTRICITY**

You will have the option to purchase access to power for your booth. Information and pricing will be included in your booth confirmation materials.

## **BOOTH PERSONNEL**

Policy-level executives may be assisted in their booth by registered company employees or manufacturer's representatives. Badges shall only be worn by the individual to whom it was issued. Individuals who allow others to use his/her badge will be fined a full conference booth fee, and the firm/firms involved will be prohibited from participating in next year's Conference Booth Program.

## **CONFERENCE MOBILE APP LISTING**

Everything you'll want and need to know about the conference will be in the palm of your hand with the HARDI Conference Mobile App!

The Conference Mobile app includes:

- Attendee lists and profiles
- Conference Booth information
- Meeting Schedules and Agendas
- Speaker handouts
- Last-minute updates and conference alerts