

# solution center

Saturday, December 5 — 3 pm - 7 pm (NEW FOR 2020)

Sunday, December 6 – 7:30 am – 12 pm

Monday, December 7 – 7:30 am – 12 pm

## what

Contact & Literature/Demonstration Tables for Services Benefiting HARDI Distributors

## where

HARDI 2020 Annual Conference

MARRIOTT MARQUIS

Atlanta, GA

## who

THE FIRST 30 HARDI-member Service Vendors or Marketing/Purchasing Cooperative Groups to submit registration requests

## how

1. Register for one of only 30 tables
2. Schedule appointments with members who will be attending and man your table during registration, breakfast, refreshment breaks and in between conference sessions.
3. Provide literature on your services for browsing members at the Conference
4. Turn all your new leads into new sales

The HARDI Solutions Center will be on the Atrium Level in the Atrium Foyer outside of HARDI's meeting space at the Annual Conference where members congregate during breaks before, between and after sessions.

## cost

**Solutions Center Pricing: \$800**

To reserve a table, the **Conference Executive Registration Fee** must be submitted **along with your Solutions Center Fee**.

## details

Table registration includes one cocktail table, one 18"x6' table, three chairs, company sign, access to electric and WIFI.

**Freestanding Racks or Kiosks can be used as long as they do not extend beyond 6' W by 2' D. No pipe and drape is allowed.**

Literature/Demonstration personnel must be full Executive Registrants to the Annual Conference.

Tables are not numbered. HARDI will place your company table sign prior to opening in plenty of time for you to set up your space.

## set up

Your booth will be ready for you to set up your materials at 2:30 pm Saturday, December 5<sup>th</sup>

## open hours

Saturday, December 5 — 3 pm - 7 pm (NEW FOR 2020)

Sunday, December 6 – 7:30 am – 12 pm

Monday, December 7 – 7:30 am – 12 pm

## tear down

Monday, December 7, 12 pm

**Set up and Tear down** will occur in an active public area of the hotel. This area must be kept clear of boxes and trash at all times.

# important rules and regulations

1. **Demonstration Equipment and Promotional Materials:** Except as provided for in #2 and #4 below, all equipment and materials must fit on an 18"x6' table.
2. **Freestanding Racks or Kiosks:** If these are used in place of, or in addition to, the table, the display must not extend beyond 6' W by 18" D. This is the space that would have been used for the table. No "trade show" booths, pipe and drape, etc. may be used anywhere in the Solutions Center.
3. **Signs:** May be hung on the front of your table. ONE banner/sign will be allowed on the floor behind the presenting table. Strictly Enforced.
4. **Storage:** Materials may be placed under your table out of sight.
  - a. **Important:** *Computer equipment and other valuables are stored at your own risk. 24-Hour Security is NOT provided by HARDI or the Hotel.*
5. **Audio:** Amplifiers, public address systems or loud playing of audio will not be allowed.
6. **Premiums and Literature:** These items are allowed on your table.
7. **Company Representatives:** Table personnel must be full Executive Registrants to the Annual Conference.

HARDI will provide one 6'x18" draped table, one cocktail table, three chairs, a company sign, access to electricity and WIFI.

## questions?

Please contact Eileen Mantel at HARDI: 888/253-2128 or [emantel@hardinet.org](mailto:emantel@hardinet.org)