

## Exhibitor Information

Event Date: Thursday, May 24, 2018, 8:00 a.m. – 1:00 p.m. Setup opens at 6:30 a.m.  
Event Location: Double Tree by Hilton, Conference Center, 2100 S. Priest Drive, Tempe  
Estimated attendance: 350

Thank you for your upcoming participation at this year's event! Please familiarize yourself with the following information to ensure a smooth setup and exhibitor experience. You will be assigned your booth location when you check in at the exhibitor registration table.

***Please note the format change for 2018 that will have all sessions in the main ballroom and additional exhibit time between sessions and prior to lunch.***

Your exhibit space includes two tickets to the luncheon. Exhibitors can also purchase additional tickets for \$40 each. If you're a sponsor, please plan on accommodating your booth workers at your table of ten. **Please send your guest names to [Sukki@Tempechamber.org](mailto:Sukki@Tempechamber.org) by Tuesday May 15<sup>th</sup>, 2018.**

Assigned seating for the luncheon and presentations are provided to sponsors only. Reserved tables will be clearly marked. The rest of the tables will offer open seating to all attendees at tables marked "Open Table".

The program and speaker times are as follows\*:

- 8:00 - 8:45 a.m. Exhibitor Tables and Networking, Silent Auction Begins (Foyer)
  - 8:45 a.m. Welcome by Emcee (Ballroom)
  - 9:00 - 9:45 a.m. Session One: Panel Discussion (Ballroom)
  - 9:45 - 10:15 a.m. Exhibitor Tables and Networking (Foyer)
  - 10:15 - 11:00 a.m. Session Two: Speaker TBD (Ballroom)
  - 11:00 - 11:30 a.m. Exhibitor Tables and Networking (Foyer)
  - 11:30 a.m. Silent Auction Closes, Lunch Begins (Ballroom)
  - 11:30 - 11:45 a.m. Sponsor Announcements
  - 11:45 - 12:15 p.m. Mentor Program Graduation
  - 12:15 - 12:50 p.m. 2018 Business Woman of the Year Recognition and Presentation
  - 12:50 p.m. Raffle and closing
  - 1:00 - 1:30 p.m. Silent Auction Check-Out (Foyer)
- \*schedule subject to change

**Booths:** You will receive your booth assignment upon check-in at the event. Exhibitors have one 6-foot draped table and 2 chairs. Any banner or display materials that you choose to bring can be hung from your table or it can stand independently. Nothing may be attached to the walls or venue property. No part of your booth display can project into the aisles or neighboring exhibitor booths.

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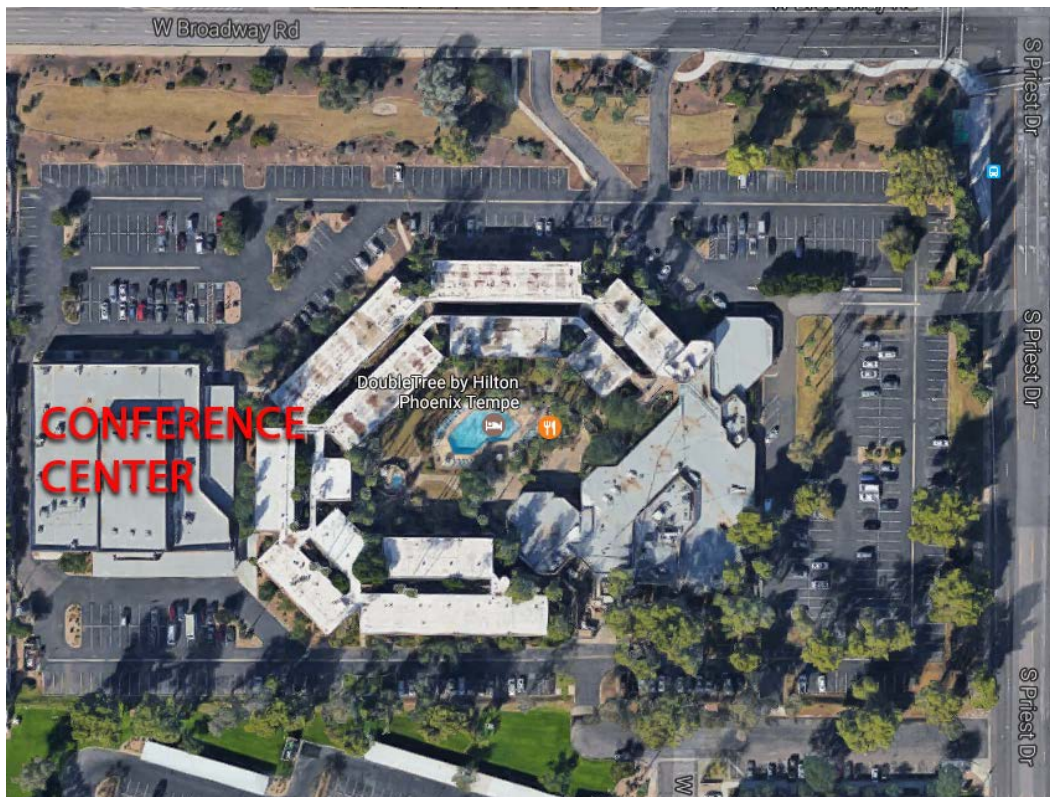
**Load In and Set up:** Set-up opens at 6:30 a.m. on May 24. Please be fully set up by 7:45. Once you have unloaded, please promptly move your vehicle to a parking space to facilitate load-in for your fellow exhibitors.

**Electricity:** The Hilton charges for electricity. In advance the cost is \$40.00. On the day of the event the cost is \$50.00. If you require electricity, contact Sukki at the Tempe Chamber to make arrangements, 480-736-4283.

**Internet:** The Hilton charges for Wi-Fi access. The cost is \$11.00. If you require Wi-Fi access, contact Sukki at the Tempe Chamber to make arrangements, 480-736-4283.

As an exhibitor, you are invited to take part in every other benefit of the event offered to attendees including the raffle and silent auction.

We look forward to helping you make your experience a fun and rewarding one. If you have any questions please contact event organizer Sukki Jahnke at [Sukki@Tempechamber.org](mailto:Sukki@Tempechamber.org).



*Conference Center is marked in red. Parking is available to the north and south of the Building, as well as, throughout the hotel property.*

## Thank you for your support!