

## IPDLN 2024 Conference Exhibitor Guidelines

Thank you for taking part in IPDLN 2024 as an exhibitor. We appreciate your support of the conference. If you have any questions about your booth, please reach out at [info@ipdln.org](mailto:info@ipdln.org) and we'll be happy to assist.

### Booth Specifications

Each standard exhibit booth is allocated a 6-foot x 5-foot area that includes a 6-foot x 30-inch table, two chairs, and a wastebasket. The flow of traffic passes the booth – please do not place materials beyond 5 feet from the back wall behind the table. Electrical outlets for each booth are available.

Double booths are allocated a 14-foot x 5-foot area that includes two 6-foot x 30-inch tables, four chairs, and a wastebasket.

There are no limitations regarding what can be brought to the booth aside from making sure your booth is not excessively loud or otherwise interferes with flow of traffic, nearby exhibits, and sessions.

### Set Up and Break Down

Booths may be set up any time after 9 a.m. (CST) on Sunday, September 15. Please arrange to bring your booth materials with you or ship them to the hotel. There's no set timeline by which your booth materials should arrive, although we encourage you to complete setup before the hundreds of attendees are walking to concurrent sessions.

If you would like to rent AV items, please contact Ester Frost (email: [esther.frost@encoreglobal.com](mailto:esther.frost@encoreglobal.com) or phone: +1-847-867-6774).

Please break down your booth by 6 p.m. (CST) on Wednesday, September 18. Any materials remaining at the booth after that will be disposed of.

### Shipping Supplies

FedEx, located inside the Fairmont Hotel, is available to receive your shipped materials and/or help you ship them home after the conference. FedEx is also available for any printing needs. Contact FedEx directly with any requests at [melissa.ohara@fedex.com](mailto:melissa.ohara@fedex.com). Please plan to cover all your own expenses.

### Staffing the Booth

Exhibit booths will be located in several areas in the hotel near session rooms. Booths may be visited by delegates at any time during the main conference proceedings (Monday, September 16, 8 a.m. CST - Wednesday, September 18, 5:30 p.m. CST). While there are no set hours, we recommend prioritizing staffing booths during registration, breaks, and lunch.