

Exhibitors - What to Know Before You Arrive

[Spring Conference website](#)

Exhibit Tables

- All the exhibit tables 6' long x 2' wide tables with 2 chairs
- Please bring your trade show table cover
- To find your exhibit space quickly, go to your Whova exhibit profile and click on the map at the top of the profile – your table has been pinned.

Exhibit Schedule/Set Up

- Set up is Monday, June 10th after 12:00 noon or Tuesday morning between 6:30 a.m. and 8:30 a.m. Your exhibits should be up and ready by 8:30 a.m.
- Exhibits are Tuesday, June 11th from 8:30 a.m. - 5:30 p.m. ONLY
- Exhibit breakdown is June 11th at 5:30 p.m.
- The exhibit area is NOT a secure, therefore please do not leave anything valuable sitting out overnight, i.e. electronics, prizes, etc.. The i2i Center is not liable for any loss or damage.
- Lunch is covered for 2 exhibit staff on June 11th.

Reminder, one exhibit staff may attend sessions of interest on June 11th (only) as part of your exhibit.

Door Prizes

- Please gather slips and drawn names from your booth, then contact the winner individually by 5:00 p.m. on 6/11 by text.
- If you have any questions, contact Jean Overstreet at (919) 455-6244 (text) or email me at jean@i2icenter.org.

Shipping Materials

- If you need to ship materials send to: Hilton North Hills
Raleigh, 3415 Wake Forest Road, Raleigh, NC 27609, Attn:
YOUR ORG NAME, BOOTH NUMBER, i2i CENTER SPRING
CONFERENCE
- The hotel will not accept boxes and materials BEFORE June
1st. There will be a \$5.00 per box if you ship over 6 boxes (up
to 4 free). Boxes or crates in excess of 100 lbs will only be
accepted 24 hours prior to event start date. The fee for
materials over 100 lbs. is \$50.00 per pallet per day.

THANK YOU!