



i2i Center 2024 Winter Conference Exhibit Logistics – **ACTION REQUESTED**

**If you are not the person that will be exhibiting on site, please be sure to share this information with the exhibit staff members.**

Thank you for planning to exhibit with us at the **Igniting the Future: Invent, Integrate, Inspire** Winter Conference and Exhibition, December 11-12, 2024 in Winston Salem, NC at the Benton Convention Center. December 10<sup>th</sup> is our Pre-Conf. Day, there are no exhibits that day.

**EXHIBITS DATES ARE Wednesday, Dec. 11 & Thursday, Dec. 12 ONLY**

**CONFERENCE INFORMATION**

- [CONFERENCE AGENDA](#)
- [CONFERENCE WEBPAGE](#)
- [ONLINE ATTENDEE REGISTRATION](#)

**BOOTHS**

- Exhibits include a 6’ (long) x 2’ (wide) table, draped and skirted with 2 chairs. Your booth placement is based on booth size, sponsorship/donor level and availability. *See Exhibit Hall layout.* You will receive your booth number a few weeks prior to event.

**SCHEDULE**

- **Exhibit Hall set up - Tuesday, Dec. 10, 2024, 3:00 p.m. – 7:00 p.m.** or December 11, 2024 6:30 a.m. to 8:30 a.m.
- **Foyer Tabletop Exhibits Set Up - Tuesday, Dec. 10, 2024 - 4:00 p.m. to 7:00 p.m.** (pre con exhibitors using space till 3:30 p.m.)
- **Exhibit Show Times: Start** Wednesday, 12/11, 8:30 a.m. – 4:00 p.m.. & Thursday, 12/12: 9:00 a.m. - 4:45 p.m. **Exhibit Breakdown** 12/12 after the 3:45 p.m. break.

**EXHIBIT APP PROFILE & EXHIBIT STAFF REGISTRATION**

- **You have an online/APP Exhibitor Profile that allows you to upload information, videos, brochures, etc. for attendees to view. Only 1 person can be designated to input information into the profile. Please email [salenna@i2icenter.org](mailto:salenna@i2icenter.org) as soon as you can or no**

**later than 10/30 with this person's name and email address.** Once that is done, they will get an email with an access link to input your materials.

- **To get your two onsite exhibit staff registered, please email Salenna Russello [salenna@i2icenter.org](mailto:salenna@i2icenter.org) the names and email addresses AS SOON AS POSSIBLE OR NO LATER THAN 11/18.**
- If you plan on having more than 2 staff at the booth, there is a fee of \$285 fee for each additional exhibit staff person. Please email [jean@i2icenter.org](mailto:jean@i2icenter.org) to make this request.

## **HOTEL RESERVATIONS/BREAKFAST**

- We are holding room blocks at 2 hotels across the street from the Benton Convention Center. **[Reservation links and information are on our website.](#)**

## **ATTENDEE LIST**

- Will be sent once registration closes after November 19th.

## **MEALS**

- 2 exhibit staff are covered for lunches and breaks during the event. Breakfast is being offered at the hotels. Breakfast is not being served at the Benton Convention Center.

## **DOOR PRIZES**

- Door prizes will be given away from your booth – you collect names/contacts. Please send us your prize to **advertise by 10/30. Please contact the winner by text before you leave on Thursday, 12/11.** We be highlighting certain prizes with giveaways during lunch breaks. I will contact you if your prize is chosen for a lunch giveaway.

## **EXHIBIT ELECTRICITY**

- **Please use the attached Vendor Electrical Form to order and pay for your electricity with the Benton Convention Center.** Note the cost now is \$60, but goes up to \$85 if you don't order till you arrive.

## **SECURITY**

- Secure valuable at the end of the day (screens, electronics, prizes etc.). Neither the Benton, nor the i2i is responsible for lost or stolen property. The Exhibit areas are NOT secure sites. i2i's office can be used to store smaller items.

## **SHIPPING**

- We are using **Hollins Expo** as our drayer company. We will make the **Exhibitor kit available on the logistics page soon.**

- If shipping your materials, **USE the attached Benton Exhibitor Shipment Labels. Packages should not arrive BEFORE December 5, 2024 or fees will be assessed.**
- Out-Going Shipments - you can use Hollins or your own shipping company and labels, schedule your shipment pick up during business hours and place your packages at the front desk of the Benton Convention center.

## **EXHIBITOR LOADING**

- Quickest way to load your materials is to use the skywalk from the Cherry Street parking to access the main floor of the Benton (Salem 2 Ballroom) or the Upper level loading zone in front of the Benton. You can also use the lower-level loading zones 3 or 4 and take the elevator to the main floor. **See maps.**

## **PARKING**

- Please use the 6<sup>th</sup> and Cherry Street parking deck. [Parking Information here.](#)

I hope this will be a great show for your organization and we very much appreciate your participation!

If you need any assistance, please do not hesitate to reach out to me. For the quickest response, email me at [jean@i2icenter.org](mailto:jean@i2icenter.org) or TEXT me at 919 455-6244. You can also call my cell phone 919 455-6244.

THANK YOU and we will see you in December.