



Exhibitor Logistics - HIGHLIGHTS REQUIRE ACTION

Thank you for planning to exhibit at our upcoming Spring Conference on **Tuesday, June 10, 2025**, at the Hilton Raleigh North Hills Hotel. The conference is 1.5 days; **the conference exhibits are the first full day**. Below are the logistics details for this event. Please be sure to check our [Conference website](#) as information will be added on attendee registration, conference agenda, etc.

If you have any questions, feel free to contact me at (919) 455-6244 or email me at jean@i2icenter.org. We appreciate your participation and look forward to seeing you in June!

Exhibit Space

- Exhibits will be in two areas: the foyer (outside session rooms and hall area) and in Ballrooms 1 & 2 where we will place the coffee and soda breaks (**see attached layout**).
- All the exhibit tables are 6' long x 2' wide and come with 2 chairs.
- Please be aware, the space is tight, so please be careful about your display so no one is blocking their neighbor.
- Tables will have a hotel tablecloth covering, so plan to bring your trade show table cover.
- **I will assign exhibit spaces based on when you signed up, space availability, and sponsorship/donor level. I will let you know your booth number and send the exhibit layout a few weeks prior to the event.**
Attached is a layout of the hotel space. Exhibits will be in the pre-function space of the Ballroom area as well as Ballrooms 1&2. Sessions will be held in Ballrooms 3-5.
- I will have your table labeled with your organization's name on site and will send you a layout of the space prior to the conference so you can find your table for set up.

Exhibit Schedule/Set Up

- **You may set up your tabletop exhibit on Monday, June 9th after 4:30 p.m. or Tuesday morning before 8:30 a.m. Your exhibits should be up and ready by 8:30 a.m.**
- **Exhibits are Tuesday, June 10th from 8:30 a.m. - 5:30 p.m. ONLY**

- Exhibit breakdown will be June 10th at 5:30 p.m.
- **The exhibit area is NOT 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.

Exhibit Staff Registration/Badges/Whova

- Please email Salenna@i2icenter.org the names and email addresses of your 2 exhibit staffers ASAP or NO LATER THAN MAY 15th. We will use this information to create exhibitor badges. If you have more than 2 exhibit staff, there is a \$85 fee to add a 3rd person to the booth. Please email me if you wish to add additional exhibit staff.
- If you did not sign up for electricity with your booth and find you need it, please email me. There is a \$50 electricity charge that can be paid by credit card.
- Exhibiting includes admittance to sessions for 1 exhibit staff on June 10th only. **This admittance is not transferable to non-exhibit staff.**
- Lunch is covered for 2 exhibit staff.

Conference Breaks

- Coffee/soda breaks will be set up in Ballrooms 1 & 2 with the exhibitors to encourage attendee traffic.
- There will be time before sessions start from 8:30-9:30 to talk with attendees, a 30-minute morning break, two 30-minute afternoon breaks and a 1.5-hour lunch break, which will be the most opportune time to talk with attendees.

Hotel Reservations

- The special conference hotel rate is \$144 per person for single or double occupancy.
- You can make [hotel reservations online using this RESERVATION LINK](#). When making online reservations, **be sure to double check your reservation dates** – if you do not want to stay for the entire event, click “Edit Stay” at the top of the booking page and change the dates before making a reservation. You may also make reservations by calling the hotel directly at (919)-872-2323. **Please be sure to reference our conference code i2i25 to be sure you get the discounted rate.**

Marketing

- Your Whova Exhibitor profile is a great way to showcase your organization to attendees. It offers you the ability to upload videos, photos, documents, web links, etc.

- About a week prior to the conference, I will make the Whova Exhibitor Profiles public on the Conference webpages for early exposure. Attendees will also have access to your profile for 3 months following the conference.
- For your marketing purposes, I will email you an excel file of all the attendees with their email contact and information when registration ends, **about a week prior to the conference.**
- We are adding a QR code to the attendee badges to assist you in collecting attendee lead contact information.

Shipping Materials/Set Up

- If you need to ship materials, send them 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 charge of \$5.00 per box if you ship over 5 boxes (up to 4 free). Boxes or crates in excess of 100 lbs will only be accepted 24 hours prior to the event start date. The fee for materials over 100 lbs. is \$50.00 per pallet per day.

Door Prizes

- If you would like to contribute a door prize, i2i will advertise it in a flyer for attendees. **Please email me your door prize information by May 10th so we can include it on the flyer.**
- **To give away your prize, please gather names at your booth and draw your winner any time during the day. An opportune time for your drawing might be just before the 4:00-4:30 break, then text the winner to pick up their prize.**

If you have any questions, as always, feel free to contact me at (919) 455-6244 or email me at jean@i2icenter.org. Thanks so much for your participation and I look forward to seeing you in June!