



Thank you for planning to exhibit at the i2i's Winter Conference, **Pre-Conference Day, Tuesday January 13th** at the Benton Convention Center in Winston-Salem. We expect to attract between 100-300 community leaders to this event. If you are looking for any information on the conference, you can find it our [Conference webpage](#).

Exhibit Logistics:

- **Exhibit** - all exhibit tables are 6' long x 2' wide tabletop exhibits with 2 chairs. Please be careful with large signage, ideally tabletop signage is what should be used, but if not, please be sure not to block your neighbor.
- **Badges** – Please email salenna@i2icenter.org with the names and emails of the 2 people that will be manning your booth BY 11/30.
- **Exhibit Set up/breakdown** - You can begin exhibit **set up starting at 7:00 a.m.** on Tuesday or thereafter, you should plan to be ready by 9:00 a.m. Your exhibit table must be **cleaned up and empty by 3:30 p.m. on Tuesday.**
- **Parking** - use the 6th and Cherry Street parking deck. [Parking Information here](#). There is a skywalk directly linked to the Benton from this parking deck.
- **Networking with Attendees** – the best times to talk with attendees will be prior to the pre con symposium – 9:00 – 9:30 a.m., morning break 11:15-11:30, lunch 12:30-1:30 and after symposium - 2:30-3:00 p.m..
- **Lunch** – 2 exhibit staff can join us for lunch, from 12:30 – 1:30 p.m.
- **Electricity** - if you need electricity, **please use the [electricity order form](#) to order and pay for your electricity.**
- **Table Assignment** - your table will have a sign with your organization name on it when you arrive. I will notify you of your spot before your arrival.
- **Session** - 1 exhibit staff may attend the Medicaid Symposium and/or afternoon concurrent sessions.
- **Attendee List** – I will send you the pre con attendee list after 11/29.

If you have any questions, please let me know. Thanks so much for joining us for the Pre-Con Symposium Exhibit.