



i2i Center's 2026 Spring Conference - Exhibit Logistics

HIGHLIGHTS REQUIRE ACTION

Thank you for planning to exhibit at our upcoming Spring Conference on **Tuesday, June 9, 2026**, at the Hilton Raleigh North Hills Hotel. The conference is 1.5 days; **the conference exhibits are ONLY 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!

Please note, if you are not the staff person that will be on site with the exhibit booth, please share these logistics with those staff members. Thank you!

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 large floor displays that may block your 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 8th after 3:00 p.m. or Tuesday morning starting at 7:00 a.m. Your exhibits should be up and ready by 8:30 a.m.
- Exhibits are Tuesday, June 9th from 8:30 a.m. - 5:30 p.m. ONLY
- Exhibit breakdown will be June 9th 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 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 as soon as possible or no later than then 4/30 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.
- Your booth includes two onsite exhibit staff, please email Salenna Russello salenna@i2icenter.org the names and email addresses of those staff members AS SOON AS POSSIBLE OR NO LATER THAN 5/15. Please note, Whova does not send automatic confirmations, but rest assured your staff are entered once Salenna responds to your email.
- Exhibiting includes admittance to sessions for 1 exhibit staff on June 9th 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 8:30-9:00 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 \$159 per person for single or double occupancy and **includes large breakfast buffet for hotel guests** offered in the hotel's 88 Oaks restaurant from starting at 6:30 a.m.. Non hotel guests will get a 20% discount on the breakfast buffet with their conference badge.

- **You can make a hotel reservation 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 i2i26 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 at lunch, then text the winner to pick up their prize by a time determined by you.**

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!

