



## **Booth Guidelines**

### **Booths**

All Booths are a uniform 6'x8' with 8' high back drape and 4' high side rails. Exhibitors will be provided with a standard 6'x 30" draped table. HARDI provides a standard company identifying sign for the rear drape of your booth. A draped table, two chairs and a wastebasket are provided for each booth. No pop-up booths are permitted. Additional furniture is not permitted. Individual booths will not have access to electricity or internet.

### **Small Product Display/Merchandise**

Product display must fit within the size of your table top. Displays may not be more than 4-feet high from the top of the table. Exhibitors may also use their table top area to display whatever company literature, products, samples, giveaways or information that is not in violation of local fire or safety ordinances and that can fit within the confines of the exhibit table top, including space for exhibiting employees. Exhibits may include banners, however they cannot exceed 8' high and must also fit within the confines of the booth. Exhibits may not contain any hazardous materials and may not produce noise levels that would be intrusive of other table tops.

### **Move-in, Move-out:**

Exhibitors may move materials into their table tops on Monday, December 4, beginning at 10:00 AM. Conference Booth hours are Monday, December 4, 1:15 – 4:30 PM. Move-out must begin promptly at 4:30 PM following the booth program.

### **Booth Personnel**

Policy-level executives may be assisted in their booth by registered company employees or manufacturer's representatives. Badges shall only be worn by the individual to whom it was issued. Individuals who allow others to use his/her badge will be fined a full conference booth fee, and the firm/firms involved will be prohibited from participating in next year's Conference Booth Program.

### **Conference Mobile App Listing**

Everything you'll want and need to know about the conference will be in the palm of your hand with the HARDI Conference Mobile App!

The Conference Mobile app includes:

- Attendee lists and profiles
- Conference Booth information
- Meeting Schedules and Agendas
- Speaker handouts
- Last-minute updates and conference alerts