

Exhibitor Registration Information

Exhibitor Contact

To exhibit, please contact Karen Krc, Exhibit Chair at karen.krc@ihrc.com. The deadline to register for a booth is Friday, July 27, 2012 or until all spots are filled, whichever comes first. If you have any questions, please contact via email or at 512-374-8404. **Sponsors will have first option for exhibit space.**

Booth includes

- Approximately 10 x 10 space with one six foot draped table
- Table top displays only! A table-top exhibit is one designed for use on top of a table, counter or bench. This does **not** include *floor standing displays or exhibits, tradeshow booths or floor standing display walls or panels*
- Exhibit booth will be no more than 4' high. Please indicate if you will be exhibiting with a "pop-up" type booth.
- Materials permitted in the space include: posters (on table easels), sales literature/descriptive materials and promotional items.

Exhibit Hours

Opening Reception
Friday, August 24, 2012
6:00pm-8:00 p.m.

Assignment and Limitation

Space will be assigned on a first-come, first-served basis, after sponsors have been assigned. Sponsor suppliers who are exhibiting will be given tables in prime sections of the exhibit area in return for assistance in funding the conference. Booth assignments will be completed and available upon check-in at the conference registration table.

Move-In and Out Information

Move-in is scheduled from 2pm-5pm on Friday, August 24, 2012. Exhibitors must have all their items removed from the space no later than 10pm on Friday, August 24, 2012.

Special Instructions:

- Exhibitors are prohibited from using sound or special effects equipment of any nature. No live entertainment, live animals, or helium balloons are allowed.
- Exhibitors must confine their activities to the space for which they are contracted, and not infringe upon other booth space.
- Distribution of literature/promotional items is permitted from the exhibit space only.
- Exhibit shall not obstruct the view of adjoining exhibits.
- Drawings for prizes will not be permitted in any booth. All drawings for prizes from individual booths will be done from a central location at the end of the trade show.
- Games will be permitted, as long as they do not interfere with adjoining exhibits, doorway, stairwells, or right of way.