

DIA Americas Tabletop Exhibit Policies and Procedures



Tabletop Registration

Tabletop rental fees are for tabletop display only and must be paid in advance.

All tabletop staff must register as an attendee for the conference. At least one person must be registered to staff each tabletop.

Tabletop rental is required in order to purchase additional marketing opportunities that may be offered.

What is Provided with a Tabletop

- One 6 foot table
- One chair
- One electrical outlet
- Spot on the vendor table outside of the exhibit area for a stack of a company brochure/collateral
- Exhibiting company contact and directory listing to be provided to all conference attendees

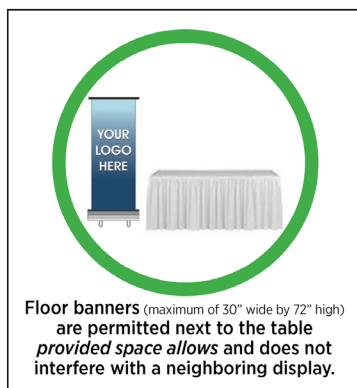
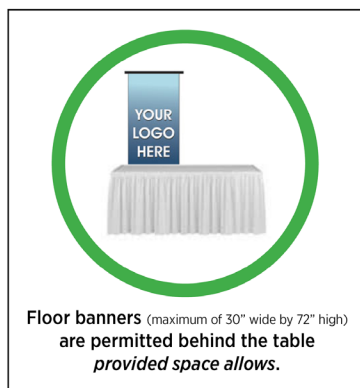
Tabletop Displays

All display materials must be placed on surface of the table.

Pop-up tabletop displays may be used. Pop-up booth displays may not be used.

No additional equipment may be placed in surrounding area, with the exception of floor banners (one per table; maximum size of 30" wide by 72" high) in the vicinity of your tabletop – provided space allows.

No signs, banners, flags, etc. may be displayed from ceiling or walls, but are acceptable if attached to table.



Security

No security arrangements will be provided. All materials are the responsibility of the exhibitor.

Solicitation

Advertisements and/or announcements for non-DIA sponsored meetings/workshops cannot be distributed or promoted at the workshop.

Solicitation within preconference tutorial and session rooms is not permitted.

Exhibitor Events

Exhibitor events and meetings must be approved by DIA and cannot be held during DIA meetings or events.