

# EXTRAVAGANZA 2022

## ONSITE EXHIBITOR INFORMATION

### EXHIBITOR LOAD-IN/LOAD-OUT

#### **Load-In: Thursday, February 10; 2-5pm**

Anne Corti and Moses Kavishe will be on site and available to you beginning at 2pm on Thursday, February 10. We do ask that you please refrain from coming by the exhibitor space to set-up prior to 2pm as we will still be placing tables. Come, make yourself at home in the Hilton, check on your shipped supplies, have lunch, and then come visit us after 2pm.

You are not required to load-in on Thursday, but we highly recommend it as the Early Arriver's reception will be at 7:30pm Thursday evening in the Exhibit Hall space, and it is a great time to have conversation with those who are just arriving.

We do ask that you be set-up no later than Friday, February 11 at 7:30pm when the first General Session begins.

#### **Load-Out: Monday, February 14; 8am-12pm**

The final General Session is on Monday, February 14 from 10-11:30am. We ask that you be loaded out either before or immediately after the General Session.

We hope you are able to stay with us the entire event, Thursday-Monday. If you need to depart on Sunday, we ask you to consider staying until the beginning of Workshop Session #4 at 3:00pm. We suggest if you plan to depart on Sunday that you be sure to make arrangements for shipping your materials back in advance, as some hotel shipping offices are closed on Sunday.

### TABLE HOURS

There are no set table hours but we expect you will be at your booth and available to participants at these times:

- Thursday evening Early Arrival Reception
- Friday evening Welcome Reception
- Before and after General Sessions
- When participants are moving between workshops

Aside from these times we invite you to participate fully in the Extravaganza!  
View the Extravaganza Schedule.

**SHIPPING** We ask that you ship directly to the hotel, to your own name and the name of the event. **Ship so that your packages arrive on February 8 or 9.** You will be charged for receiving by the hotel based on weight.

We will provide the shipping address as the date gets closer.

If you need to ship items home that can be done through the hotel. They will provide us with shipping labels. A standard handling fee will be charged.

## **EXHIBITOR GIVEAWAYS**

We encourage you to bring an item or experience to give away to Extravaganza participants. Exhibitors are asked to handle the giveaways at their own table in their own time. This gives you the opportunity to make better connections with our participants, and that the participant will certainly use the item or experience you are giving away. Exhibitors are responsible for contacting the winner and delivering the giveaway. You can collect contact information if you wish or let participants know they can check back at a certain time. We know this will create more face time for you with Extravaganza participants.

**ATTENDANCE** Our exhibitors often like to know how many on-site participants to expect so they can be ready with merchandise, brochures or candy to have available at their booth. As the event gets closer, we will make sure you have that information.

### **HAVE ANY QUESTIONS?**

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