

# THANK YOU FOR EXHIBITING!

Welcome to the 35<sup>th</sup> Annual Closing The Gap Conference! We're looking forward to a great week and are happy to assist you.

**Please take a few minutes to review these important details:**



## EXHIBIT SET-UP AND TEAR DOWN:

Set-up is from 10:00am until 5:00pm on Tuesday. All set-up must be completed by 5:00pm & will be inspected at that time. Tear-down is NOT permitted before 1:30pm on Friday and must be completed by 4:00pm.

## EXHIBIT HOURS

### TUESDAY

5:30 pm - 7:30 pm ..... Preview of Exhibits

### WEDNESDAY

10:30 am - 5:30 pm ..... Exhibit Hall Hours  
4:30 pm - 5:30 pm ..... Exclusive Exhibit Hours

### THURSDAY

10:30 am - 5:30 pm ..... Exhibit Hall Hours  
10:30 am-12:30pm & 4:30 pm-5:30 pm ..... Exclusive Exhibit/Lab Hours

**FRIDAY** - Exhibits are open to the general public free of charge.

9:00 am - 1:30 pm ..... Exhibit Hall Hours

## EXHIBITION POLICIES

Each day, representatives will be allowed to enter the exhibit hall 1/2 hour before the regularly scheduled hours, and is open to representatives with a valid exhibitor badge only. Per contract, "A representative of the exhibiting company must occupy exhibit space during ALL scheduled exhibit hours."

### SOLICITATION:

**Business solicitation outside of your booth space is not permitted.**

Solicitation, in all forms, (by working representatives, through literature distribution, advertising, signage, etc.) is permitted only within the booth space assigned to the exhibitor, unless prior authorization from CTG has been requested and approved.

### EXHIBIT-ONLY, WORKING REPRESENTATIVE BADGES:

Each company receives three exhibit-only working representative badges per booth.

Opportunity to purchase a limited number of additional working-representative badges is available at \$75/per person.

### DO I HAVE TO REGISTER FOR THE CONFERENCE TO ATTEND PRESENTATIONS?

Yes, representatives interested in full conference participation may register for the conference at the reduced exhibitor rate of \$415 (regularly \$570). One-day options are also available.

### MEALS

The DoubleTree has a restaurant and coffee shop, as well as several off-site eating establishments within walking distance.

### SECURITY

Hotel security will lock the exhibit hall promptly at the end close of exhibits each day. Please do not leave items of value in your booth overnight or during set-up & tear-down.

### CONTRACT COMPLIANCE

Only companies who fully comply with ALL terms, conditions and rules will receive the opportunity to best ensure their booth(s) & location and to take advantage of the early, return-exhibitor incentives.

## CONTRACTED SERVICES

**Hubbell/Tyner is the official show decorator.** If you are in need of any furniture, shipping, labor, etc. the Hubbell/Tyner Service Desk will be staffed Tuesday (all-day) and Friday (beginning at noon), and is located at the far end of the exhibit hall foyer.

**Online-Reg is the Lead Retrieval service provider.** Onsite support is not available. If you have any questions, please contact support@online-reg.com

**Internet and Electrical Service** - The DoubleTree provides electrical service and also offers WIFI and hard-wired options for exhibitors business needs. To request service, drop by the Closing The Gap exhibitor check-in desk and we will contact hotel staff and have them send a representative to your booth.

## 2018 BOOTH SELECTION

**Contracts will be emailed on Monday, October 30th, 2017.**

**TO ENSURE BEST BOOTH SELECTION, COMPANIES ARE ENCOURAGED TO RETURN THEIR CONTRACTS AS SOON AS POSSIBLE.**

2017 return-exhibitors will have the right of first refusal on their booth space through Monday, Nov. 6th. On Nov. 7th, booths will be assigned on a first-come, first-served basis according to the date/time the signed contract and required deposit are received. Booth assignment and confirmation will be mailed after Dec. 1, 2017.

## EXHIBITOR FEEDBACK:

Watch your email for a post-conference online survey! Help us, help you by telling us what you like and what we can do to make the conferences even better.

**AGAIN, THANK YOU FOR YOUR PARTICIPATION AND HAVE A GREAT #CTG17!**