

Tradeshow Vendor Kit



GSAE Annual Meeting

May 29-31, 2019

The Westin Poinsett Hotel, Greenville, SC

A/V Requests

- Due by **May 15, 2019**
- Send all AV requirements (power, wired internet, etc.) to Rita.fowler@westingreenville.com
- A credit card authorization form will be provided once your order has been accepted

Provided for Exhibitors

- 6ft x 2.5 ft rectangle table
- Draped – white linen
- If you need electricity or other AV, please send those requests to Rita.fowler@westingreenville.com by May 15
- Exhibitor set-up in Poinsett Ballroom
 - Thursday morning exhibitors: set-up Wed. 2-4pm
 - Thursday afternoon exhibitors: set-up Thur. 11am-12:30pm
 - Friday morning exhibitors: set-up Thur. 4-5pm

Provided for Annual Meeting Sponsors (not breakout sponsors)

- 2.5ft high boy tables
- Draped – white linen
- If you need electricity or other AV, please send those requests to Rita.fowler@westingreenville.com by May 15
- Sponsor set-up in Veranda – Wednesday, 12-5 pm
- Sponsor break-down in Veranda – Friday, 10:45 am – 1:30 pm

