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 <u>Rita.fowler@westingreenville.com</u>
- 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 <u>Rita.fowler@westingreenville.com</u> 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 <u>Rita.fowler@westingreenville.com</u> by May 15
- Sponsor set-up in Veranda Wednesday, 12-5 pm
- Sponsor break-down in Veranda Friday, 10:45 am 1:30 pm

*Interactive <u>Rock Star Map</u> instructions will be sent separately

Shipping Information

*GSAE recommends a minimalist approach to your Exhibitor Tabletop set-up

- Packages will be accepted by the hotel beginning May 24, 2019
- Please use the below shipping label for all tradeshow supplies being sent directly to the hotel

From:	
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Exhibiting Company:	
Exhibit Time:	
Exhibit fime:	
	TO: The Westin Poinsett Hotel
	Attn: Kristin Munafo / GSAE May 29-
	31
	120 S. Main Street
	Greenville, South Carolina 29601