

## Additional Exhibitor Information

Thank you for joining us at our annual EAST Conference! We're expecting around 2800 students, 300 educators, and hundreds of community partners and friends of EAST to attend.

Please make sure the following information gets to the personnel who will be setting up and manning your booth at the conference.

### **Your Booth Includes**

- 10'x10' booth (8' high back drape, 3' high side drape)
- 6' skirted table & 2 chairs
- 1 electrical outlet
- Exhibitor ID Sign
- 2 complimentary Conference Full Access passes
  - *Full Access passes provide access into everything at Conference, including the Exhibit Hall and General Sessions (Opening Plenary, Gala, Closing) and the Conference swag items. Each exhibitor will receive 2 Full Access passes. Any additional exhibitor attendees will receive an Exhibit Hall Pass, which allows access into the Exhibit Hall only. Tickets to attend a General Session can be purchased for \$10/person/event for Opening Plenary and Closing or \$15/person for Gala.*

### **Exhibitor Setup - Halls A-D**

Setting up and tearing down outside the booth setup and breakdown hours is not allowed. Exhibitors may enter through the loading dock doors (behind the Convention Center) or through the front Exhibit Hall doors. For a map of the convention center, click [here](#).

See the Exhibitor Agenda below for detailed information on Booth Setup & Breakdown.

### **Exhibitor Forms**

***To order electricity or internet access from the Hot Springs Convention Center, click [here](#).***

Public WiFi is available to all exhibitors, but if you require dedicated hardwired LAN lines must be purchased from the Hot Springs Convention Center. Please note - external jet packs, mifis, hotspots, bluetooth headsets, etc. significantly impact the internet capacity, so we ask that you please turn off those devices when you're at the convention center.

The Convention Center does not allow hubs, switches or routers to be brought onsite to connect more than one computer to a computer with Internet access. You will be invoiced for any additional computers if you bring your own device, which can and will be tracked using IP addresses. If you wish to connect multiple computers to a LAN line, the Convention Center has a limited supply of 4-port network switches available to rent for \$25.00 per day. Bring your own network cables.

**To ship freight and/or order other booth accessories**, such as extra tables, chairs, carpet, etc., complete this [form](#) from Sunbelt Convention Services. All freight shipments must arrive to Sunbelt at least 7 days prior to the show date.

**You will receive your booth number a few weeks prior to Conference.** You do not need this number to request materials from Sunbelt or electricity from the Hot Springs Convention Center.

**Promotional Items**

If you would like to include promotional items for attendees at registration, materials must be received at EAST by March 2, 2019. We anticipate an estimated 260 schools in attendance, with 10 participants per school. The exhibitor must determine if they would like to send one item per school or per attendee. Please send materials to:

EAST

Attn: Events Team

6215 Ranch Drive

Little Rock, AR 72223

**Event Information**

Be sure you download the EAST Conference 2019 mobile app (released in February) for access to all Conference information.

Exhibitor name badges and other information are available at Registration (see the Convention Center map) and may be picked up anytime during Exhibitor Registration. All representatives must be registered and have an exhibitor badge for admission to the Exhibit Hall.

## **Exhibitor Agenda**

*Due to security and staffing limitations, exhibitors are only allowed in the Exhibit Hall during the times that the schedule says "Exhibitor Registration & Booth Setup" and "Exhibit Hall Open."*

<b>Tuesday, March 12</b>		
Time	Item	Location
8:30 AM - 4:30 PM*	Exhibitor Registration & Booth Setup	Registration / Exhibit Hall
2:00 PM - 3:30 PM	Opening Plenary (optional)	Arena
<i>*Please note that 260 EAST schools will also be loading in and setting up their booths on Tuesday from 8:30 a.m. until around 1:30 p.m.</i>		
<i>Exhibits are NOT open on this day but you are welcome to setup in preparation for Wednesday's exhibit hall opening. All exhibitors must exit the convention center at 4:30 PM.</i>		
<b>Wednesday, March 13</b>		
Time	Item	Location
7:00 AM - 8:30 AM	Exhibitor Registration & Booth Setup	Registration / Exhibit Hall
8:30 AM - 4:00 PM	Exhibit Hall Open	Exhibit Hall
5:30 PM - 6:30 PM	VIP Reception*	Grand Lobby
7:00 PM - 9:00 PM	Conference Gala	Arena
9:00 PM	Convention Center Officially Closed	
<i>*All exhibitors are invited to attend the VIP Reception. Heavy hors d'oeuvres will be served. More information coming soon. Please RSVP to <a href="mailto:Development@EASTstaff.org">Development@EASTstaff.org</a>.</i>		
<b>Thursday, March 14</b>		
Time	Item	Location
8:00 AM - 11:30 AM	Exhibit Hall Open	Exhibit Hall
11:30 AM - 2:00 PM	Exhibitor Booth Breakdown	Exhibit Hall
12:00 PM - 1:00 PM**	Closing Session (optional)	Arena
<i>**EAST schools will break down after the Closing Session, which ends around 1:00 p.m.</i>		



