

# EXHIBITOR GUIDE



## Health & Human Services **SUMMIT**

Event Information

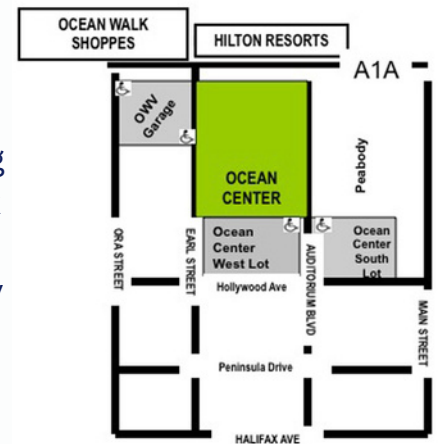
May 18, 2023 • 9 a.m.-2:30 p.m. • Ocean Center

## ● PREPARE

- Please make sure that all staff working the event have this guide.
- Plan accordingly to staff the table throughout the event.
- Bring a tablecloth, tabletop displays, etc. that fit an 8x2.6-ft. table and in an 8-ft. space.
- There is not mass access to electricity in the exhibit space. You can charge a personal device in the CareerSource Recharge Zone.
- For materials or giveaways, we expect approximately 200-300 attendees. Candy and food-based giveaways are allowed; all other food is not allowed in the Ocean Center. Food for purchase will be available.
- Bring general office supplies you may need during the event.
- Bring a wagon, cart, handtruck, etc. with you if needed.

## ● PARK

Parking is available for free in the South Lot (by the Peabody), West Lot (behind the Ocean Center), and in the Garage. Parking vouchers will be available at the Exhibitor check-in table or ask any OVFV staff for a voucher. If you are expected to pay upfront for parking, you may be in the wrong lot and should try one of the above options.



## ● ARRIVE

- **Set-up begins at 8 a.m. on Thursday, May 18.**
- You can pull your vehicle in front/east entrance of the Ocean Center to unload before you park (vehicles must be parked in a lot; otherwise, cars may be towed).
- There will be limited handcarts to help you move items from your vehicle, so it's good to bring one if you can.
- Check in at the Exhibitor table (look for the Exhibitor Check-in sign).
- Carry items to your table and set up by 9 a.m.
- Please do not adhere or attach anything to the Ocean Center walls, doors, fixtures, etc.
- Exhibit Hall doors open at 9 a.m.

## ● EXHIBIT

- Coffee and water will be in the CareerSource Recharge Zone (Meeting Rooms 102 AB).
- Please staff your table throughout the day. It is recommended that staff rotate throughout the day so that everyone can enjoy the Summit.
- Food will be available for purchase at the concession stand near the check-in tables.

## ● DEPART

- Exhibit Hall breakdown will begin at 2:30 p.m. Please do not breakdown prior as attendees may still be walking the floor until 2:30 p.m.
- You can bring your car to the front of the building to load it.