

TELLING IT LIKE IT IS

We appreciate your support of the 2024 TELLING IT LIKE IT IS meeting. The information in this manual will help you prepare for the exhibition so that your on-site work will go as smoothly as possible. Please review all the enclosed forms and information carefully and be sure to make a note of all deadlines. Complete the forms for the services that you will require and return them by the indicated deadlines to the contact provided on each form. Ordering booth furnishings, utilities and services in advance can help your company save money and ensures an easy and efficient move-in process. Be sure to bring a copy of all your advance orders for easy reference on-site.

The Exhibit Hall will be in the Grand Ballroom F-J and foyer – Tampa Marriott Water Street Resort.

Booth Size/Restrictions

- **The height restriction for the Grand Ballroom is 10 feet.**

- **Booth sizes (depth x width)**

- Tabletop: 6' x 3'
- Single booth: 10' x 10'
- Double booth: 10' x 20'

Furnishings

- Tabletop booths are furnished with (1) 6' draped table, (2) chairs, and a wastebasket.
- Single and double size booths include (1) 6' draped table, (2) chairs, wastebasket, and back and side wall pipe and drape and an ID sign. Any additional furnishings needed must be ordered through GES decorating.

Carpeting

The Grand Ballroom F-J and Foyer is carpet flooring.

Space Assignment

After submitting final payment for your booth space, you should have received confirmation of your space location. Please refer to the Exhibit Hall Floor Plan for an exact location. Additional furnishings, internet, etc. can be ordered using the forms in this kit.

Exhibit Hall Storage

Storage in the exhibit hall is limited to the area beneath your table or with GES decorating. Items may not be stored - next to your table, lining wall space, or infringing in the aisle and/or walkways.

Exhibitor Badges

An official Exhibitor Badge Order Form is included with this kit and is due January 19, 2024. Exhibiting companies are entitled to 4 complimentary badges per exhibit space. Additional badges may be purchased at \$300 each. Any names submitted after January 19th will be processed on-site at the exhibitor registration desk. To register for an exhibitor badge on-site, exhibitor personnel must present a business card showing that they are an employee or affiliate of an exhibiting company.

Electrical Requirements

Should you require electricity for your exhibit space, please complete the form included in the kit. **Access to electrical outlets may not be provided unless requested prior to the meeting.** If you require provisions beyond standard electricity, please specify your needs now, as additional charges will apply.

AV Equipment

For your convenience, we are working with Tallen Technology Rentals as the AV company that can supply equipment for your exhibit space. If you need AV for your exhibit space or workshop, please refer to the order form in the kit.

Internet

Complimentary, basic Wi-Fi will be available throughout the meeting space to all attendees and exhibitors. Should you require your own designated line, please find the form in your service kit.

Shipping

GES will be responsible for inbound and outbound shipping of all materials. Please review their shipping information carefully to ensure proper delivery.

EXHIBIT HALL HOURS

Installation

<i>Wednesday, February 14th</i>	1:00 PM – 4:30 PM	Booth Setup
<i>Thursday, February 15th</i>	8:00 AM – 12:00 PM	Booth Setup

Exhibit Hours

<i>Thursday, February 15th</i>	3:00 PM – 3:30 PM	Exhibit Hall Break
<i>Friday, February 16th</i>	8:00 AM – 8:30 AM	Continental Breakfast in Exhibit Hall
	10:30 AM – 11:00 AM	Exhibit Hall Break
	2:10 PM – 2:30 PM	Exhibit Hall Break
	5:00 PM – 6:00 PM	Meet the Faculty Reception
<i>Saturday, February 17th</i>	8:00 AM – 8:30 AM	Continental Breakfast in Exhibit Hall
	10:30 AM – 11:00 AM	Exhibit Hall Break
	3:30 PM – 4:00 PM	Exhibit Hall Break
<i>Sunday, February 18th</i>	8:00 AM – 8:30 AM	Continental Breakfast in Exhibit Hall

Dismantling

<i>Sunday, February 18th</i>	8:35 AM – 11:00 AM	Breakdown of Exhibits
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Any future schedule changes will be communicated via email. To help facilitate the communication process, please ensure that Exhibit Management has the correct contact name and email address on file. Email alongerano@healiolive.com to communicate any email address changes.

As always, we are here to ensure that your Telling It Like It Is planning process goes as smoothly as possible. Please do not hesitate to contact me or the appropriate vendor partner if you have any questions or need additional information.

Sincerely,
Alexa Longerano
Meeting and Exhibit Coordinator
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