

GENERAL INFORMATION

EXHIBITOR MOVE-IN

Saturday, June 14: For Island Booths (20' x 20' and larger, by appointment only. All requests must be submitted to Show Management by Tuesday, May 13, 2025). Please use the form in your exhibitor console/HUB to make this request.

Sunday, June 15: 8:00 a.m. – 7:00 p.m.
Monday, June 16: 7:00 a.m. – 7:00 p.m.

SHOW HOURS

Tuesday, June 17: 10:00 a.m. – 4:00 p.m.

Wednesday, June 18:

Private Appointment Hours: 8:00 – 10:00 a.m.

Official Show Hours: 10:00 a.m. – 3:00 p.m.

Thursday, June 19:

Private Appointment Hours: 8:00 – 10:00 a.m.

Official Show Hours: 10:00 a.m. – 2:00 p.m.*

**early dismantle of your booth will not be tolerated. Exhibitors found guilty of dismantling early will face a penalty.*

MOVE-OUT

Thursday, June 19: 2:00 p.m. – 10:00 p.m.
Friday, June 20: 8:00 a.m. – 3:00 p.m.

EXHIBITOR APPOINTED CONTRACTORS (EACs)

There will be an EAC check-in desk located near the loading dock and at the entrance to the exhibit hall (Lobby B/C) during move-in. All EACs will be required to wear the wristband provided at check-in for entrance on and off the exhibit floor during move-in. Exhibiting companies who will utilize an EAC must submit their Notice of Intent to Hire an EAC form no later than May 13, 2025. Show badge will be required to enter the exhibit hall beginning Monday, June 16 at 12:00 p.m.

REGISTRATION & BADGE INFORMATION

Online exhibitor registration will open several months prior to HITEC. This will be managed in your Exhibitor Console. Exhibitor badges are **NOT MAILED** in advance and must be picked up on-site at Exhibitor Registration. **Exhibiting companies will receive two (2) complimentary full conference Exhibitor Badges per 100 square feet of contracted booth space (10'x10' booth). Full Conference Exhibitor Badge includes access to all Conference sessions and events.** (All education, HITEC Headliner Sessions, E20X Pitch Competition, HITEC Welcome Reception and access to the HITEC Exhibit Hall including Exhibitor Tutorials and Technology Showcases).

- Each exhibitor must pick up his or her own badge and identification will be required. Badges cannot be altered in any way.
- Exhibitor registration is valid for booth personnel only.
- Exhibitors are not permitted to register attendees, guests, qualified buyers, or non-exhibiting suppliers as exhibitors. Any exhibitors caught abusing this strict policy will have their registrations voided and priority points deducted.
- Replacement for lost or stolen badge fee is \$25 USD (subject to change).

- Cancellation of exhibitor badge registration must be submitted in writing. An administrative fee of \$100 will be charged on all event cancellations received by May 12, 2025. No refunds will be given after this date. The transferring of a registration to a colleague is free and must be submitted in writing.

ADDITIONAL BADGES

Additional badges can be purchased online or on-site for additional booth staff or the full conference. On-site registration hours will be published on the HITEC website as soon as they are available.

- **Exhibitor Only Badges:** Additional badges for exhibitor personnel can be purchased at \$350 USD each. These badges are ideal for exhibitor personnel who primarily need access to the Expo Hall. This badge includes access to the HITEC Exhibit Hall and HITEC Welcome Reception, HITEC Headliner Sessions, E20X Pitch Competition, Exhibitor Tutorials and Technology Showcases. This option does NOT include access to the education sessions.
- **Exhibitor Full Conference Badge:** An exhibitor full conference badge can be purchased for \$675 USD each and includes full conference access to all events.
- **On-Site Rates:** Badge fees will increase if registered on-site.
 - Exhibitor Only Badge: \$450
 - Exhibitor Full Conference Badge: \$725

QUICK TIPS

- Your Exhibitor Console/HUB will have all the vital information you will need to exhibit at HITEC. Make sure and know your unique company password to log in and refer to it frequently.
- All HITEC communication does not necessarily come from a single HFTP Staff person or the exhibit department. It is recommended that you have all HFTP.org domain email addresses 'white-listed'. This will ensure that your company will receive all our important email communications that will consist of newsletters, deadline dates and other important information as it pertains to exhibiting at HITEC.
- Always notify the HITEC exhibit team of any exhibit staff changes as it pertains to your company's booth record, so the correct parties are receiving pertinent show information.
- Access the [Exhibitor Console](#) website page for forms, helpful resources, and other information.

CONTACT INFORMATION

Drew Bechdolt, Exhibits Manager

drew.bechdolt@hftp.org

exhibit@hftp.org

Direct: +1(512) 220-4037

Debra Cukjati-Lineberry, SVP Global Sales

debra.cukjati@hftp.org

sales@hftp.org

Direct: +1(512) 220-6443

Jade Vang, Global Sales

jade.vang@hftp.org

sales@hftp.org

Direct: +1(737) 236-4402