

EXHIBITOR MOVE-IN

- Saturday, June 15:** For Island Booths (20 x 20 and larger, by appointment only)
Sunday, June 16: 8:00 a.m. — 7:00 p.m.
Monday, June 17: 8:00 a.m. — 7:00 p.m.

SHOW HOURS

- Tuesday, June 18:** 10:00 a.m. — 4:00 p.m.
Wednesday, June 19: 10:00 a.m. — 3:00 p.m.
Thursday, June 20: 10:00 a.m. — 2:00 p.m.

**early dismantle of your booth is not allowed and priority points will be deducted*

PRIVATE APPOINTMENTS

Private appointments are for exhibitors to invite badged guests to their booth prior to show opening. Exhibitor must meet guest at exhibit hall entrance to escort them to their booth.

- Wednesday, June 19:** 8:00 a.m. — 10:00 a.m.
Thursday, June 20: 8:00 a.m. — 10:00 a.m.

MOVE-OUT

- Thursday, June 20:** 2:00 p.m. — 10:00 p.m.
Friday, June 21: 8:00 a.m. — 3:00 p.m.

EXHIBITOR-APPOINTED CONTRACTORS

There will be a check-in desk located near the loading dock AND at the entrance to the exhibit hall during move-in. A wrist band will be required for entrance on and off the exhibit floor during move-in. Show badge will be required to enter the exhibit hall beginning Monday, June 17 at 12:00 p.m.

REGISTRATION & BADGE INFORMATION

Online exhibitor registration will open in early May 2019. Exhibitor badges are NOT MAILED in advance and must be picked up on-site at Exhibitor Registration. Exhibitor badge allotment is (2) badges per 100 square feet of contracted booth space. Exhibitor badge includes access to the HITEC exhibit hall, keynote sessions, Entrepreneur 20X and the Opening Party.

- 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.

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HITEC[®]

MINNEAPOLIS

HOSPITALITY
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EXPOSITION AND
CONFERENCE

GENERAL INFORMATION

- 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. A 50% refund will be given if cancellation is received by May 17, 2019.

ADDITIONAL BADGES

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

- Exhibitor badges only (booth staff): Additional badges can be purchased at \$250 USD each and gives access to exhibit hall, keynote sessions, Entrepreneur 20X and the HITEC Opening Party. This badge does NOT include education sessions or co-located events requiring a ticket.
- Full Conference badge: A full conference badge can be purchased for \$675 USD each and includes full conference access. Note: Full conference registration does not include access to events with separate registration or co-located events.
- Onsite Rates: \$300 – booth staff /\$725 – full conference

QUICK TIPS

- All HITEC communication does not necessarily come from HFTP staff 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 of 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 resource website page for forms, helpful resources and other information.