



## EXHIBIT BOOTH & HOSPITALITY SUITE SCHEDULE 2018

**EXHIBIT BOOTHS** – Located in the foyer space just outside the session rooms the booths will be very visible to attendees. The welcome reception will be set up around your booths! For Monday-Thursday traffic you will have maximal traffic during the morning coffee break. We anticipate that attendees will also mingle with booths before and after sessions. You really are free to set your own hours.

You may want to consider being at your booth for the start of hospitality suites in the evenings as the suites are very accessible to the booth area.

No security is provided.

Please see schedule below for move-in and move-out times as well as advertised booth hours that will be published in the program book. When it is quiet during sessions, we absolutely ENCOURAGE you to jump into the session rooms.

**Sunday, April 29**

8:00 am - 2:00 pm

Exhibit booth move-in; you must be completely installed by 2pm to allow for set-up of Welcome Reception.

4:00 - 6:00 pm

Advertised booth attending hours for the Welcome Reception.

**Monday - Thursday, April 30 - May 3**

8:30 - 4:00 pm

Advertised booth attending hours. There will be the most traffic during the 10:15-10:45 am coffee breaks. Booths are located just outside the session rooms.

**Thursday, May 3**

4:00 – 6:00 pm

Exhibit Booth move-out

**HOSPITALITY SUITES** – Please see schedule below for move-in and move-out times. ENC permits an open door policy for suites throughout the week; however, no organized hospitality may be offered outside the following schedule.

**Sunday, April 29**

From 9:00 am

Suite move-in and set-up (unless you have made other arrangements with ENC Office)

Evening hours “After 6:00 pm”

Optional suite opening. Listed in program as “After 6:00 pm, Optional Hospitality Suite Openings”

**Mon - Wed, April 30 - May 2**

Evening hours “After 6:00 pm”

Listed in printed program and website as “After 6:00 pm, Hospitality Suites”

**Thursday, May 3**

7:30 – 9:00 pm

Poolside dinner event

Evening hours “After 9:00 pm”

Optional suite opening. Listed in printed program and website as “After 9:00 pm, Optional Hospitality Suites”

**Friday, May 4**

8 am – 12 noon

Suite Move-out (\*\*unless you make arrangements for Thursday move-out with John Halverson @ US Tradeshows\*\*).

\*\*If you will NOT be open on Thursday and wish to move out early, please alert John Halverson @ US Tradeshows so that he can be ready to assist you. Otherwise, US Tradeshows assumes that you will move out on Friday morning.