EXHIBITOR GUIDELINES

International Mentoring Association

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1. To encourage participant/speaker/exhibitor interaction, the Exhibit Area will be in a separate area near both the session and registration areas. Set-up can begin as early as Wednesday noon.

2. The hotel has a limited number of carts for moving and handling exhibitor's material. Inquire at the bell station upon arrival.

3. Exhibitors must provide all electrical equipment for their exhibits (i.e., extension cords, adapters, projectors, etc.). Electrical outlets will be provided on request.

4. Exhibitors will be provided with one table approximately 8' long, 30" wide, and 29" high with skirting and two chairs. If you need additional space and/or an electrical outlet, please indicate specific needs on the form and return to the Program Coordinator.

5. Exhibitors are responsible for the protection of all walls, furnishings, carpeting, and fixtures in the Exhibit Area to prevent unusual wear or damages. Items may not be tacked, nailed, or stapled to walls, ceilings, floors, etc. Masking tape is acceptable in most hotels. Please check your confirmation letter before set-up.

6. Exhibitors wishing to sell items must call the Program Coordinator to determine individual hotel policy in this regard.

7. All local and state fire regulations must be observed. Fire exits, service corridors, and exhibit aisles cannot be blocked in any way. Any activities or decorations involving the use of open flames of any kind are strictly prohibited.

8. Handling, unpacking, packing, and/or moving of private equipment, displays, decorations, etc. are the responsibility of the individual exhibitor.

9. The International Mentoring Association is not able to store any individual's private equipment, displays or decorations prior to, during, or after the conference.

10. The International Mentoring Association is not liable for loss or damage to any property belonging to the exhibitor.

11. Exhibitors who would like to join participants for banquet meals may do so <u>at cost</u> and must notify the Program Coordinator on the application form. Payment for meals must accompany the exhibitor fee. A continental breakfast on Thursday and Friday, and luncheon and a reception on Friday are included in the conference meals fee.

12. The International Mentoring Association reserves the right to limit the number and type of exhibits accepted for any particular conference (based mainly on space availability). Exhibitors will receive a map and confirmation letter approximately three to four weeks in advance of the conference.

13. Exhibitor Fees:

Exhibit only	$200.00
Conference Meals	$75.00