



49th ANNUAL CONFERENCE

February 7th– February 8th, 2019

Palm Springs, California

EXHIBITOR INFORMATION

You will be selecting your exhibit table(s) based on the order of receipt of the Conference Registration form.

For that reason, Exhibitor Registration is starting at a specific time:

12:01am on November 01, 2018 by email (to info@cafaa.com) or FAX (888.607.5959).

After processing your registration, we will send you the Exhibit Table Layout form for you to select your table. We ask that you complete that selection as soon as possible but within 2 days.

There will be a total of 50 tables in the Plaza Ballroom, 26 tables will have electrical power. There will be a charge by the hotel for the electrical power, you can elect to have power or not if you select one of the 26-power enabled tables. Please specify your power need on the registration form.

Payment for your registration must be completed within 30 days of registration.

AT THE CONFERENCE:

Exhibitor tables will be setup in the PLAZA Ballroom at the Palm Spring Hilton Hotel, while the annual meeting will be in the HORIZON Ballroom.

The attendee registration tables and the breakfast buffet(s) will be setup in the foyer outside of the PLAZA Ballroom.

While the actual vendor exhibit is scheduled for Thursday, Feb 7th from 5:00-7:00 pm, attendees will be able to walk through the exhibit area starting with the breakfast buffet on

Feb 7th and Feb 8th and to sit at tables that will be setup in the exhibit area. For that reason, **EXHIBIT TABLE SETUP** may begin as early as **Wednesday, Feb 6th from 2:00pm** onward.

You may begin breaking down your exhibit table(s) starting at 7:00 pm on Feb 7th, but must be completed by 4pm on Friday, Feb 8th.

IMPORTANT DATE/TIME INFORMATION

November 01, 2018	12:00 AM	EXHIBITOR REGISTRATION BEGINS
February 06, 2019	2:00 PM	EXHIBIT TABLE SETUP BEGINS IN PLAZA BALLROOM
February 06, 2019	6:00 – 8:00 PM	PRESIDENTIAL RECEPTION - POOLSIDE
February 07, 2019	5:00 – 7:00 PM	VENDOR RECEPTION
February 07, 2019	7:00 PM	EXHIBIT TABLE BREAKDOWN BEGINS; MUST COMPLETE BY Feb 02 4PM

For Exhibit Table setup: the tables will be labeled with their table number(s) and copies of the Selection Layout document will be available so that you will be able to find your table.

The tables are 3' x 6'. All tables will have a black skirt.

BUSINESS SERVICES

If you wish to ship material to/from the hotel, please note the following:

To **SHIP TO THE HOTEL**: label your box(es) as follows:

*Your Name
Hilton Palm Springs
400 E. Tahquitz Canyon Way
Palm Springs, CA 92262
CAFAA Annual Conference Feb. 07 - Feb 08, 2019
Conference Manager - Angela Bowden*

Please make note that it is either: **'HOLD FOR SHOW' (or) 'DELIVER TO ROOM'**

If you are having the material delivered to your room, show the registered guest's name or, if you are having the material held for the show, show your name, your company name and the event name; i.e. 'CAFAA Conference'.

The Hilton charges for Shipping and Handling to and from the hotel. Please note that if items are held 7 days or more there will be a per day fee charged.