

SourceMart - Exhibitor Fact Sheet

32nd Annual NARTS Conference - Columbus

Date & Hours:	Sunday, June 30, 2019 Noon to 4 PM
Location:	Hilton Columbus at Easton
Booth Space:	FULL BOOTH = Two - 6' Draped Tables HALF BOOTH = One - 6' Draped Table <i>NOTE: If you are bringing display fixtures or clothing racks you must phone Gail at 800.544.0751 to determine what size booth you will need.</i> Please reserve adequate table space—additional tables will NOT be available on site. In order to maintain a professional image, floor space cannot be used for cashiering, packing or storage. Storage MUST be concealed under skirted tables.
Electrical & Lighting:	Electrical access will be provided for each exhibitor. You MUST bring your own extension cords and surge protectors—none will be provided by the hotel. If you want to spotlight your product, you must bring your own additional tabletop lighting.
Internet & A/V:	Internet connections or rental of any A/V equipment including screens, must be ordered DIRECTLY THROUGH NARTS when you submit your contract, or WILL NOT be permitted in SourceMart. Floor banners require the purchase of additional floor space, or WILL NOT be permitted in SourceMart. NOTE: Free Internet connections are blocked from meeting rooms, so you must contract for connections in SourceMart. Order one connection for EACH computer/device you want to connect. We have negotiated discounted rates.
Signage:	NARTS will provide a table sign for each exhibitor.
Setup & Breakdown	The exhibit area will be available for setup on Sunday, June 30, 2019 at 6 AM and must be completed by 11:30 AM. SourceMart will be held in the Regent Ballroom on the Lobby Level of the hotel. Materials may not be removed before 4 PM and must be completely removed by 5 PM.
Shipping:	Please indicate on your contract if you are shipping materials to the hotel and we will provide you with special labels which enable us to locate your boxes. Be sure to schedule shipping so boxes do not reach the hotel until 3 days prior to the meeting in order to avoid storage charges. DO NOT ship any boxes without contacting us for the proper labels. Boxes shipped to hotel will be in your booth at 6 AM ON SUNDAY - THEY WILL NOT BE AVAILABLE EARLIER! The hotel imposes a box handling fee (see contract), which we will pass on to you.
Dress Code:	Professional business attire required. NO JEANS or SHORTS ALLOWED.
Attendee List:	You will receive a list of attendees at Conference. We will provide a database of attendees after Conference, upon request.
Hospitality Suite Policy:	Hospitality suites, auxiliary meetings or events MUST be arranged through and approved in advance by NARTS. This policy is monitored by NARTS through agreement with our host hotel. We reserve the right to postpone, delay or cancel ANY function conflicting with an official NARTS function, including the optional resale shop bus tour.
Exhibit Arrangements:	Do NOT contact the hotel directly regarding anything pertaining to exhibits. All arrangements must go through NARTS meeting planner. NARTS will NOT allow/honor any arrangements you made directly with the hotel. (This excludes guest room reservations.)
Social Media:	We encourage you to connect with attendees on our Members Only Facebook group prior to, during and after Conference. If you are not already in our group, please login to the Members Only section of our Website for a link and submit a request to join.

NO ONE UNDER THE AGE OF 18 WILL BE ADMITTED TO SOURCEMART!