EEI 2018 Spring National Key Accounts Workshop Exhibit Hall

About Your Booth

- Exhibits are located in the Plaza International Ballroom.
- Booths will be set with 8' high Black back drapes and 3' high Black side drapes.
- Furniture, Electrical, Audio Visual and Internet Service is not included in your Booth Space. Please refer to the appropriate Order Forms in the Exhibitor Service Kit for selection, pricing and to order.
- Each 10x10 booth space rental comes with two complimentary registration badges for exhibitor personnel to staff their booths. Additional exhibitor staff badges may be purchased for a reduced registration fee of $975. All staff must register to attend.

Important Dates to Remember

- First date freight can arrive at the warehouse — Thursday, February 22, 2018
- Deadline to Register Booth Staff — Friday, March 2, 2018
- Last day freight can arrive at the warehouse — Thursday, March 22, 2018, by 2 p.m.
- Last day to receive Advance Pricing — Friday, March 2, 2018. Any orders received after will be charged at Regular Prices.
- Advance Freight Paperwork and Payment due — Thursday, March 22, 2018

Exhibit setup times:
(Please NOTE that setup times have changed for the Spring 2018 Workshop)
- Saturday, March 24 2:00 pm to 7:00 pm
- Sunday, March 25 7:30 am to 3:30 pm

Exhibits open:
- Sunday, March 25 4:30 pm to 7:00 pm
- Monday, March 26 7:30 am to 8:20 am,
  11:30 am to 1:30 pm
- Tuesday, March 27 7:30 am to 8:50 am,
  11:30 am to 1:30 pm,
  5:30 pm to 7:00 pm

Exhibit teardown:
- Tuesday, March 27 7:15 pm to 10:00 pm

IMPORTANT: The exhibit area must be cleared by 10:00 pm, Tuesday, March 27. Earliest that freight can be picked up is 7:15 pm. Curtin will not be responsible for material left on the show floor.

Questions? Please refer to the Exhibit Service Kit or call Curtin at (415) 883-7818.