**Conference Location:**

[Houston Marriott Westchase](http://maps.google.com/maps?q=houston+marriott+westchase&ll=29.739638,-95.550156&spn=0.049709,0.090895&oe=utf-8&client=firefox-a&hq=houston+marriott+westchase&t=m&z=14&iwloc=A)

Grand Foyer/Grand Pavilion

2900 Briarpark Drive

Houston, TX 77042

**Exhibit Setup and Show Rules:**

* Exhibit booths will be located on the 1st floor of the Marriott in the Grand Foyer and Grand Pavilion
* Exhibits may be set up from **8:00 am – 1:00 pm** on Wednesday. **No set up** is allowed after 1:00 pm.
* Maps of booth locations will be available upon arrival at exhibitor check in starting at 8:00 am
* All regular booths are 8’ X 10’ with table and two chairs included – tables are skirted.
* Premium booths are 16’ X 20’ with a table and two chairs included – tables are skirted.
* Electricity will be included as per your company’s request when selecting booths (see below).
* Internet connection is included.
* No sound/PA systems allowed.
* No outside food or drinks (unless approved by IFMA committee) – no outside alcohol allowed – no exceptions
* One representative must be present in your booth during the whole show (2:30 – 7:00 pm)
* Booth Numbers 1 – 8 are Premium Booths

**Exhibit Take Down:**

* Exhibits should be removed from Grand Pavilion by 10:00 pm on Wednesday, Feb 27, 2013
* Break down is not allowed until after 7:00 pm.

**Company Representatives:**

* Standard booths are allowed up to 2 participants and can purchase two additional spots for $25 per attendee. Max of 4 attendees.
* Premium booths are allowed up to 4 participants and can purchase two additional spots for $25 per attendee. Max of 6 attendees.
* Two drink tickets per vendor booth will be provided.
* Water, soda and food are free.

**Prizes / Giveaways:**

* Sponsors are encouraged to provide giveaways and/or drawings at your booth.
	+ You will be responsible for contacting the winner of your giveaway/drawing.

We are looking for giveaways for our drawings. If you would like to sponsor something for the large drawing please contact me directly before Thursday morning.