



Thank you for being an exhibitor at our upcoming 10th Annual Spring Breakfast/Business Showcase Expo.

Day of event schedule for Friday, May 10, 2013 is as follows:

6:00am to 6:45am Exhibitors Move in/Set up

6:30am to 8:00am Continental Breakfast Served for Exhibitor Only Tickets

7:30am to 12:30pm Business Showcase Expo

If an exhibitor has a General Admission ticket which admits you to not only the exhibitor area but also the Spring Breakfast/Awards Program occurring from 8:30am to 10:00am, your name badge will be on your guest table in the main ballroom. For exhibitors attending the Spring Breakfast/Awards Program the ballroom will open at 8:15am for guests to be seated. The program will start promptly at 8:30am.

(The Business Showcase Expo will simultaneously occur while the Spring Breakfast/Awards Program is taking place. You must have at least one person at the exhibit booth to greet guests during the program; some attendees have purchased tickets to attend the Business Showcase only.)

Please make sure you have emailed us the representative's names who will be at the exhibit table only and those who will be utilizing the General Admission tickets to the Breakfast/Awards Program so that we can have name badges prepared for everyone. The deadline is Friday, May 3, 2013 by 4:00pm, email names to events@mwmca.org. We will not be able to take name badge request after this date.

Unfortunately, there is not an option to set up your exhibitor display table the day prior to the event, however there is an option to bring your exhibitor display items to Martin's West on **Wednesday, May 8, 2013 at 4:00pm** to be stored until event day. **See Option 1 on Complete Day of event instructions below.**

On event day, if your table assignment number is 18 and below, you will enter Martin's West with your exhibitor materials through the middle lobby entrance. It is located on the side of the building, under the canopy. **This entrance will only be open from 6:00am to 7:00am.** **If your table assignment number is 19 and above** you will enter Martin's West through the loading dock. It is located directly in the center back of the building. Drive to the back, parking is available. Security will be at the door to let you in the building.

On Friday, May 10, 2013 from 6:30am-8:00am, a continental breakfast will be served for all exhibitors only ticket holders. The continental breakfast is being hosted in the Wayne Room on the second floor. Exhibitor only ticket holders should take the elevator that is located on the first level (a poster will be near the first floor elevator to assist in locating the Wayne Room) and push *2/Exit* button. If you are an exhibitor and you have a General Admission ticket that not only admits you to the exhibitor area but admits you to the main ballroom where we will have our Annual Spring Breakfast and Awards Celebration, a full breakfast will be served during the program.

The links below provides access to the following:

- Complete Day of event instructions
- Table Assignment /Confirmed electricity/wifi List (It is indicated on this list if you have already confirmed electricity and/or wifi, if not confirmed and you need electricity and/or wifi; please email us **no later than Friday, May 3, 2013 at 4:00pm. The cost for electricity is \$25.00, wifi \$20.00. If you are a sponsor, there is no additional cost for these features.**

Attachments:

[Exhibitor Instructions](#)

[Exhibitor Table Assignment w/ Confirmed Electricity/Wifi Request](#)

[Exhibitor Floor Plan](#)

[Guest List Form](#) (if you are a sponsor you have a guest table in the main ballroom, please provide your guest list no later than Friday, May 3, 2013 close of business)

[Martins West Guidelines on Do's and Don'ts for Exhibitors](#)

[Event Flyer](#)

[Overnight Accommodations](#)

[Directions](#)

We are looking forward to your company participating as an exhibitor at our 10th Annual Spring Breakfast/Business Showcase Expo. Please email me any questions at events@mwmca.org.

Thank you,
Ebony Julien