



SALBA conference exhibitor meeting

Comprehensive guide covering logistics, setup procedures, raffle system, and event schedules for exhibiting companies

Quick recap

Tina Bowling, Executive Director of SALBA, conducted a meeting with exhibiting companies to discuss conference logistics and answer questions about the upcoming event. She covered key topics including the designation of point persons for each exhibiting company, details about auxiliary events, hotel room blocks, and the board reception invitation process. Tina provided information about exhibitor services, setup times, booth activities requiring pre-approval, and name badge requirements. She explained the new raffle ticket system for door prize drawings, including how tickets would be distributed and prizes awarded during various conference events. The meeting also addressed questions about booth setup procedures, prize distribution, and food and beverage policies in the exhibit hall.

Next steps

Point persons Disseminate information (including attendee list and exhibitor kit) to their teams and ensure only point persons communicate with SALBA regarding exhibitor matters.

Auxiliary events Ensure events are not scheduled during SALBA agenda times.

Third-party vendors Send the exhibitor kit directly to their vendors; do not have vendors contact Tina.

Missing kit Email Tina (Douglas) to request the kit.

Booth activities Email Tina for pre-approval (including tabletop games).

Prizes Ensure prizes are on site or, if mailing, ensure timely mailing; coordinate with winners as needed.

Late setup Contact Tina directly to arrange if coordinating late setup due to tour participation.

Tina's task Post meeting recording and PowerPoint on the website and send the link (including exhibitor kit) to point persons.

Packet pickup Pick up exhibitor packets at the on-site exhibitor meeting (May 4, 3:45-4:15 PM) or at the registration desk if unable to attend.

Visitor passes Ensure booth staff/contractors needing visitor passes (e.g., massage therapists) check in and check out daily at the registration desk.

Shipping out Coordinate outbound shipping either via Capital Conventions freight service or by carrying small items to the hotel.

Raffle tickets Pick up pre-printed tickets from the exhibitor packet and distribute as desired during scheduled events.

Furniture/storage Contact Capital Conventions for details about additional booth furniture or storage.

Tina's verification Double check with the convention center regarding food/peppermints at booths and communicate any restrictions to exhibitors if needed.

Detailed summary

SALBA conference updates meeting

Tina Bowling, SALBA's Executive Director, addressed several key updates regarding the upcoming conference. She announced that each exhibiting company will have a designated point person to receive and manage information, with all requests being funneled through these designated contacts rather than individual sales team members.

Important: The attendee list would be distributed to point persons only, and auxiliary events should not conflict with SALBA agenda times. The complimentary registration code expired on April 10th and the Omni room block was closed, with hotel requests being processed by the hotel.

Event logistics and updates

Hotel blocks

Courtyard and Graduate hotel blocks extend until Friday. After that, any changes must go directly to the hotels.

Board reception

Invitations will be sent out on the 21st or 22nd with full details. The event will start at 4:15 PM on Monday.

Exhibitor services

Now handled by Capital Conventions instead of FIRN. Booth setup is scheduled for Monday from 11 AM to 4:30 PM. All booth activities require pre-approval and no outside food or beverage is allowed in the exhibit hall.

Exhibitor meeting and prize drawings

On-site exhibitor meeting: May 4th from 3:45 to 4:15 PM

Packets containing pre-printed raffle tickets with company logos will be distributed at this meeting.

 Tickets will be distributed during the opening night reception and breakfast

- Winners announced during the closing reception on Wednesday from 2:45 to 3:45 PM at hub booth 219
- Booth teardown must wait until 4 PM on Wednesday to allow time for door prize drawings and clearing the exhibit hall

Exhibitor badge and setup details

Badge pickup

Registration desk using iPads. Visitor passes required for activities like massage therapists.

Booth activities

Tabletop games count as booth activities and need approval.

Speaking sessions

Room assignments available in Cvent.

Mobile app

Will be launched the week before the event.

Meeting location: Fifth floor in Ballroom E. Contact Douglas regarding missing exhibitor kits.

Exhibitor raffle process clarification

1

Packet and ticket pickup

Exhibitors can pick up their packets and raffle tickets from the registration desk

2

Freight service option

Capital Conventions' freight service available for larger items

3

Automatic allocation

Exhibitors receive 10 raffle tickets automatically with flexibility in distribution

4

No prize limit

No dollar limit on prizes and exhibitors can choose whether to participate in prize drawings

Raffle ticket distribution guidelines

Distribution timeline

SALBA provides tickets for door prize drawings. Raffle tickets must be distributed by the end of the AM break on Wednesday for the door prize drawing.

Promotional items

Exhibitors can choose to offer their own prizes at their booths. Tchotchkes (small promotional items) can be distributed at booths without specific limitations or requirements.

Booth setup and logistics planning

Setup time after tour

One hour will be sufficient to prepare the exhibit space after returning from the tour

Prize winner announcements

Winners do not need to be announced at the conference's end. There will be someone walking through the exhibit hall who can make announcements as needed

Booth amenities

Tables and chairs are included. Additional storage options beyond the booth space need to be verified with Capital Conventions

Event raffle and schedule details

Raffle drawing schedule

1 Opening reception

2 Breakfast

3 Lunch break

4 Final reception on Wednesday


Evening sponsored events

Wednesday night

Graduate Hotel

Tuesday night

Within walking distance with
transportation provided

 **Resources:** PowerPoint presentation and recording will be shared in the exhibitor kit on the event website