

INFORMATION & GUIDELINES

Timing Specifications

- All sponsors may either set-up their table March 26th between 11 a.m. – 2 p.m. or between 6:30 a.m. – 8:00 a.m. on March 27th.
 - All sponsors must be set-up no later than 8:30 a.m. on the day of the Expo.
 - Any tables that are empty or sponsors who have not checked in/set-up by 8:00 a.m. will forfeit their table.
- The Expo will open promptly at 9 a.m. and registration will begin at 8:30 on March 27th.

Table / Space Information

- Tabling locations will be pre-assigned by the Expo Team.
 - These spaces may not be moved or altered, and sponsors may not switch locations without consent from Alesia Za Gara (Sponsor Coordinator, 915-309-2421).
- Sponsors may not share a table with another sponsor, organization, or entity that has not signed up to serve as a sponsor at the Expo.
- Tables do not include electrical outlet usage.
- Booth displays either need to be table top displays and/or a single pane pop-up banner that can be displayed next to or behind the sponsor table (as long as there is no aisle obstruction).

Marketing

- Flyers, handouts, and giveaways (including food and drinks) are allowed.
- Sponsors may not sell any items or take in any donations in exchange for giveaways.
- Sponsors may not pass out materials/items outside of your table location.
 - Sponsors who are seen roaming the event to pass out items may be asked to leave
- Due to the number of estimated attendees, sponsors are encouraged to bring, at minimum, 2,000 items to provide for guests.

Additional Information:

- All Sponsor Staff must be registered and badged. Please send anyone attending on behalf of our organization by March 19th to alesia@yources.com.
- Any damage to Greater Richmond Convention Center property will be the responsibility of the entity that caused it.
- Sponsors who are no longer planning to attend the Expo should cancel their involvement by emailing alesia@yources.com as soon as possible.
- If you have any questions and/or need any further assistance, please contact Alesia Za Gara via alesia@yources.com / 915-309-2421 before or during the Expo.