

Important Contacts for Exhibitors

PSAV Company Contact: Rob Feigel, Rfeigel@psav.com, 407-827-3455

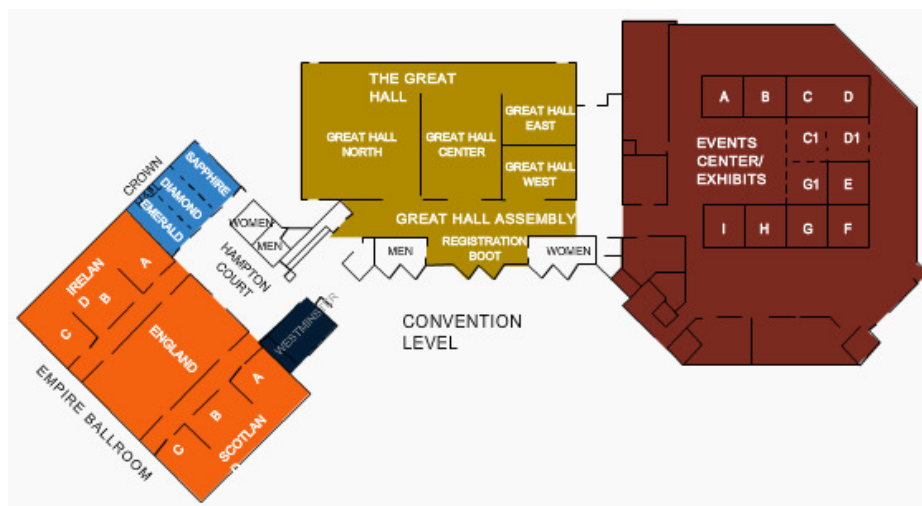
STM Conference Planner: Kathryn Harth, kharth@k-state.edu, 785-532-2495

STM Association Manager: Chris Lapine, clapine@allenpress.com, 785-843-1234 ext. 210

Exhibit Space

Each 10 ft. x 10 ft. space will be set with a 6 ft. x 30 in. table, clothed and skirted, and 2 chairs. Should you plan to bring a backdrop, the dimensions of your area are 10 ft. x 10 ft.

Exhibits, poster presentations, and daily continental breakfasts will all be housed in the Events Center, located on the Convention Level of the Buena Vista Palace.



Exhibits, posters, dining:
Events Center

Main Lecture Hall:
Great Hall East

Second Lecture Hall:
Great Hall West

Third Lecture Hall:
Events Center ABC

Set-Up and Tear Down

Set-up: 1 – 5 p.m. Tuesday April 14

Tear Down: 3:00 p.m., Friday April 17

Installation of exhibits commences at 1:00 p.m. on Tuesday, April 14, 2015. All exhibits must be completely set by 5 p.m. that evening. If you wish to join participants at the welcome reception, it will be in from 5:30-7:30 p.m. in 20Seven which is located on the 27th floor.

The exhibits area will officially close on Friday April 17, 2015. More information regarding tear down will be made available as the schedule becomes more concrete.

Exhibitors may bring standard trade show displays and alter their space as desired. Each exhibitor must complete their own arrangements for set-up and removal of show materials from the hotel. If you require a slightly larger booth space, please contact meeting planner Kathryn Harth kharth@k-state.edu.

STM prefers that no packing or dismantling take place until the exhibit area has officially closed. All space occupied by an exhibitor must be surrendered in the same condition as originally leased.