

MDA Small Business Conference Exhibitor Instructions

1. Thanks for your support of the conference and getting a table exhibit.
2. I have attached a diagram of the Von Braun Center South Hall. The conference will be in the ballrooms at the end of South Hall 1.
3. Exhibitor tables will be set up in the corridor outside the ballrooms. You will have a six foot table with cloth, two chairs and electrical hook up.
4. There will not be enough room to set up any kind of "booth" or big back drop. There is usually room for the pull up banners to go behind the tables.
5. Set up: We have access to the VBC beginning at 6:00 am on 21 June. Registration begins at 7:00 and the conference starts at 8:00 am. You should be able to get set up by 7:00 or so when people start coming in for registration. All conference sessions, matchmaking, breaks, lunches and the networking reception will be in the ballrooms. On the 21st you should keep someone at your table through the networking reception. On the 22d, matchmaking is from 1 - 5 pm. You can start breaking down your tables if you wish at 3:00pm.
6. If you need to ship anything, the address is:

MDA Small Business Conference
Von Braun Center
700 Monroe Street
Huntsville, AL 35801

7. Please make sure it has "MDA Small Business Conference" marked on it. For bringing in stuff that day, the easiest is to park in the South Hall Parking Garage (underground) and use the elevator.
8. You may have as many people as you want at your table but they can't go into the sessions, matchmaking or lunches unless they register as an attendee.
9. For those people that will be "table only", send their names to me and I will make sure they have a badge.
10. There will be a few government exhibit tables and these will be marked. They remainder are open and first come first served.

See you at the conference.

