

EXHIBITOR INFORMATION

INSTITUTION CONTACT

Exhibitor participants will have extensive contact with TRACS institutions throughout the Conference including the meals, sessions, and free time.

BOOTH SPACE COST

- Standard Pipe and Drape Booth (8X10) \$1000
 - Power / 2 Chairs
 - Meals
 - Wi-Fi
- Double Pipe and Drape Booth \$1600
 - Power / 4 Chairs
 - Meals
 - Wi-Fi

MOVE-IN/MOVE-OUT

Move-in Wednesday, October 26th from 11 a.m. - 4 p.m.

Move-out Friday, October 28th from 1 – 3 p.m.

The conference officially starts Wednesday, October 26, at 5 pm with the Opening Reception. It would be to your advantage to set up before the reception. The TRACS Staff will be at the registration desk on Wednesday from 2- 6 pm, if you need anything or have any questions.

PAYMENT OF BOOTH

Your booth space is secured only if full payment is received within 30 days of registration. Checks must be made in U.S. funds to TRACS. TRACS reserves the right to cancel and resell unpaid booths after 30 days.

Registration Fee Includes:

~ Opening Reception on Wednesday Night, October 26

~ Breakfast, Lunch, Breaks, and the Keynote Banquet

~ All sessions, beginning at 8:00 a. m. on October 27 & ending after the Lunch Banquet, October 28

HOTEL RESERATIONS

Lodging is not included in the registration fee:

HYATT REGENCY ORLANDO INT'L AIRPORT - 9300 Jeff Fuqua Boulevard, Orlando, FL 32827, USA

Click here: [TRACS 2022 Conference \(hyatt.com\)](https://www.hyatt.com/en/US/conference/tracs-2022)

SHIPPING INSTRUCTIONS

The participating Exhibitor agrees to ship or hand carry, at its own risk and expense, all materials to be displayed. Information from TRACS Conference Coordinator will be sent out to you.

DRESS CODE

Business casual dress is appropriate for all conference events and activities

PROMOTIONAL MATERIALS

Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors or the parts of the building or furniture. Distribution of promotional flyers, gummed stickers or labels is strictly prohibited. In the event of any damage suffered to the Hotel, the cost of repair and/or replacement will be billed to the Group.

TRACS will be giving each attendee a List of Exhibitors. To be entered into a drawing, each attendee must visit all exhibitors. We hope this will increase traffic to your table.