



Federal Asian Pacific American Council

FAPAC

34th National Leadership Training Program

Exhibitor Guidelines

FAPAC welcomes professionals from the military, government, and private sectors to leverage the NLTP for your business and networking goals. Breaks are designed to give attendees a chance to connect with a potential partner or employer at the Exhibition. Please review our Sponsorship & Exhibitors Package for all available options.

**Registration
deadline is
April 15, 2019**

EXHIBITOR REGISTRATION

All representatives must be registered. You may register online through the main registration page on FAPAC.org/NLTP. When registering, select "Exhibitor" as your "Attendance Type." Please register all representatives who will attend and purchase any additional tickets as needed.

Two Exhibitor options are available:

1. **Exhibitor PLUS** - \$2,000: Includes two full registrations, VIP placement in Exhibition Hall, 1/4 page advertisement in program book, and your logo on all print/online media
2. **Exhibitor** - \$1,250: Includes one full registration, 1/4 page advertisement in program book, and your logo on all print/online media

Exhibitors may check-in at the Registration table.

EXHIBIT HOURS

Tuesday, May 14, 2019 - 8:00 am - 5:00 pm
Wednesday, May 15, 2019 - 8:00 am - 5:00 pm.
Thursday, May 16, 2019 - 8:00 am - 5:00 pm.

Exhibitor breaks are included in the agenda to provide optimal time for Exhibitors and attendees to network.

ASSIGNMENT OF TABLES

Table assignments will be posted online on May 10, and on Monday, May 14 at the venue. Assignments will be made on a first-come, first served basis after the Exhibitor has fully completed registration and payment. In the event of conflicts regarding available space requested or conditions beyond our control, FAPAC reserves the right to rearrange the floor plan.

AUDIO

Audio equipment shall be kept at a noise level that does not disturb nearby exhibitors.

CANCELLATION

Cancellation requests received by April 15 will be honored less a \$75 administrative fee. No refunds will be given after April 15, 2019. Please email exhibitors@fapac.org if you have questions or if your registration changes.

BOOTH SET-UP

Monday, May 13 – 10:00 am – 3:00 pm
Tuesday, May 14 – 7:00 am – 9:00 am

BOOTH DISMANTLE

Thursday, May 16 – 3:30 pm – 9:00 pm
Friday, May 17 - 8:00 am – 12:00 pm

EXHIBIT TABLE SET-UP

Each exhibitor shall be given one table (6 ft), tablecloth, and two chairs. You may bring pop-up banners, tabletop displays, and promotional swag. Access to electrical outlets may be provided upon request and availability. Additional charges may apply for special set-ups outside of the basic package.

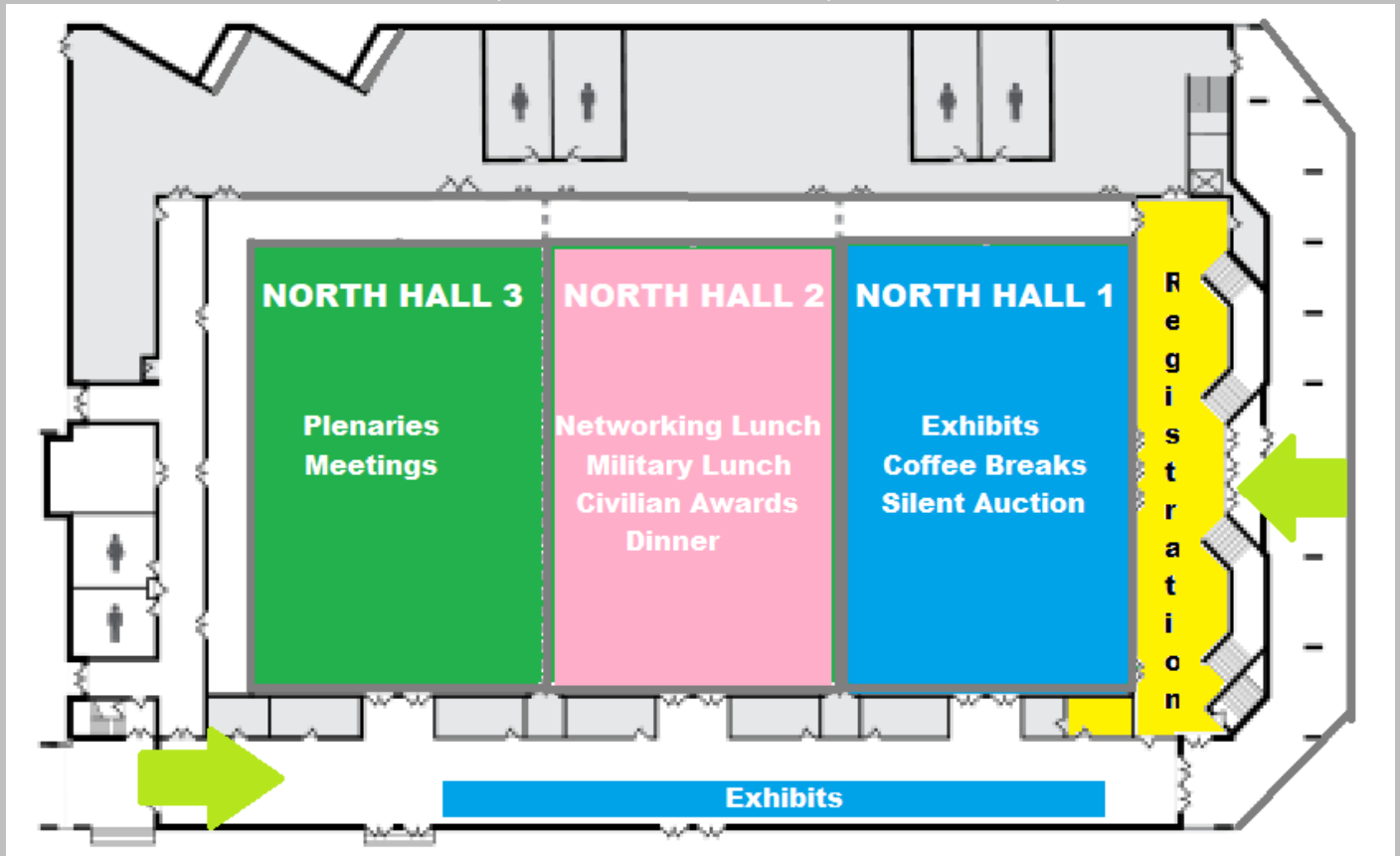
FOOD & BEVERAGE

No food or beverages are to be sold or given as samples.

EXHIBIT AREA

NORTH HALL

Von Braun Center, 700 Monroe St., Huntsville, AL 35801



ALL EXHIBITS WILL BE IN NORTH HALL 1 & GALLERY

SHIPPING

Please ship your materials to arrive no later than Monday, May 13, 2019. Exhibitors shall be responsible for costs of shipment and deliveries of their own materials. Please bring return shipping labels with tracking numbers for your return shipments. FAPAC or VBC does not provide boxes, tape, etc. Arrangements for all return shipping should be done prior to your departure. FAPAC and the Von Braun Center are not responsible for dismantling/packing/shipping your exhibit materials. FAPAC or VBC accept no responsibility for storage or security of any item that have been provided by an outside vendor. All exhibitors or vendors must remove all their equipment & supplies at the end of their event. All shipments & deliveries must be addressed in the following format:

Group Name: Federal Asian Pacific American Council (FAPAC)
Event Name: 34th National Leadership Training Program
Event Date: May 13-16, 2019
Phone: (256) 551-2377

Ship to: Exhibitor's Name
Von Braun Center - North Hall 1
700 Monroe Street
Huntsville, AL 35801

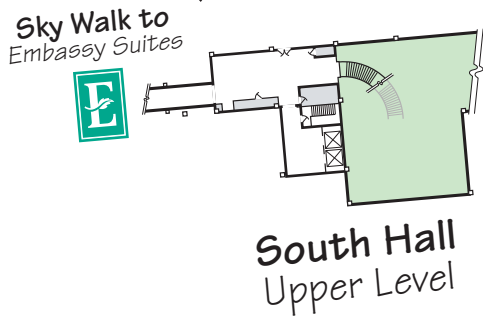
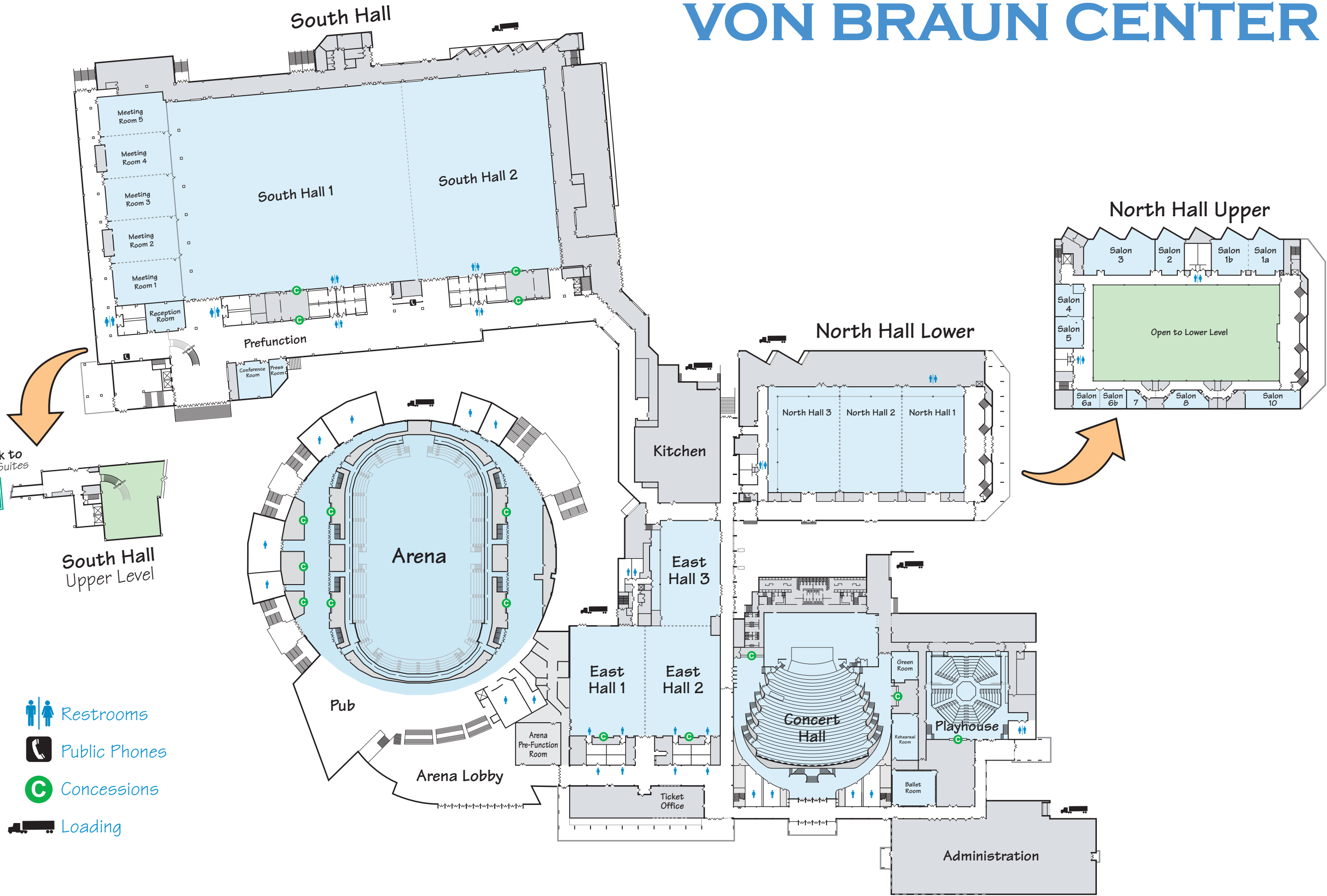
QUESTIONS?

Please send any updates, concerns, or questions to exhibitors@fapac.org or registration@fapac.org. Be sure to reference your agency and the main contact.

INSURANCE & LIABILITY

Liability and indemnification is the responsibility of the exhibitor. The exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless FAPAC and the Von Braun Center and their officers, directors, employees and agents against all claims, losses and damages to persons or property caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of FAPAC or by the sole negligence of the Von Braun Center, its employees or agents. Insurance is to be secured at the exhibitor's own expense.

VON BRAUN CENTER



- Restrooms
- Public Phones
- Concessions
- Loading

← Memorial Parkway

Downtown Huntsville →

Clinton Avenue

North Hall Parking

P1

P5

Former Meadow Gold Lot

Pollard Street

Monroe Street

P4

City Parking Garage

Von Braun Center

P3

Ticket Office and Handicapped Parking

P2

Exit

South Hall Parking

Big Spring Park

Embassy Suites

Williams Avenue

Holiday Inn

Monroe Street

- P Parking
- VBC Parking
- City Parking
- Reserved
- Loading

