Exhibitor Guidelines and Information

Meeting Dates: August 13-16, 2020

Meeting Location: Sonesta Hilton Head Island
130 Shipyard Drive
Hilton Head Island, SC 29928
Telephone: 843-842-2400
www.sonesta.com/hiltonheadisland

AWIR Meeting Manager: Vigdis Tonne, Email: meetings@awirgroup.org, phone: 847-612-3638

Sonesta Hotel Contact: Diane Hardy, Director of Catering Sales
dhardy@sonesta.com  Phone: 843-341-1857

Exhibit Registration: To register for an exhibit, go to AWIR’s website, www.awirgroup.org and click on Meetings, Corporate Members & Exhibitors, select 2020 National Meeting registration or go to this link: https://www.cvent.com/events/2020-national-meeting/registration-0b9c3f935c984ed79cc3c0f49be93fa9.aspx

-Fill-in required information and under Registration Type, select “Exhibitor”. Complete personal and contact information. Next select Exhibit Sponsorship level (platinum, silver, bronze or non-profit), continue to register and make payment. If paying by credit card, a small credit card transaction fee is applied.

-To pay by check, fill out the exhibitor sponsorship pledge in the AWIR Exhibitor Prospectus and email to meetings@awirgroup.org and cc: awirgroup.us@gmail.com to reserve the exhibit space. Then send the Exhibit Sponsorship payment and pledge to AWIR, 345 E. 37th Street, Suite 303C, New York, NY 10016 by July 1, 2020. Once AWIR has received payment, you can contact Vigdis Tonne at meetings@awirgroup.org or 847-612-3638 for the complimentary discount code to register the company exhibitor team members. All company on-site exhibitor team members need be registered by July 13, 2020.
Complimentary Exhibitor Registrations:
Platinum level receives 8 complimentary registrations
Silver level receives 4 complimentary registrations
Bronze level receives 2 complimentary registrations
Non-profit level receives 2 complimentary registrations

Additional Exhibitors:
In addition to the allotted complimentary registrations per Exhibitor Sponsorship levels, an additional two exhibitor attendees can be registered for each company. They can be registered on-line by using the exhibitor level drop down and select “Additional exhibitor” as registration type. The fee for additional exhibitor attendees is as follows:
Early Registration (until March 31) $765.00
Registration (April 1 to July 12) is $800.00
Late registration (as of July 13) is $840.00

Exhibit Information:
Exhibits will be in Salon ABCD and the Foyer (Santee Ballroom)
• Set-up is on Thursday, August 13 after 12:00 PM to 5:00 PM
• Dismantling is on Sunday, August 16 after 12:00 PM

Hotel Accommodations:
AWIR has negotiated a group room rate and room block at Sonesta Hilton Head Hotel. The room block is available on a first come basis until the room block is filled or July 13.
Here is the link:
Hotel reservations can also be made through the website (www.sonesta.com) select the Hilton Head property, enter your preferred dates and add the group code 0810AWIRM in the appropriate box. This will take you directly to the AWIR group rate and room block. You can also call 1-800-SONESTA and give them the group code 0810AWIRM

Hotel Check In:
Check in time is after 4:00 PM on the day of arrival.

Hotel Check Out:
Check out time is before noon on the day of departure.

Registration Desk:
Thursday, August 13 from 12 Noon to 8:00 PM
Friday, August 14, from 7:00 AM to 3:30 PM
Saturday, August 15, from 7:00 AM to 3:00 PM
Sunday, August 16, from 7:00 AM to 12 Noon
Shipping Information: All boxes and materials shipped to the hotel for the exhibit should not arrive before Thursday, August 6. Please print on yellow colored paper to help Sonesta to identify exhibit material. 

The following shipping address is to be used:

Sonesta Hilton Head Island
130 Shipyard Drive
Hilton Head Island, SC 29928

HOLD for: AWIR National Meeting,
August 13-16, 2020, Salon ABCD

Company Name (under which the exhibit booth is booked)
Box (s) ___ of___ (multiple boxes MUST be numbered

1. Handling/storage fees will be assessed for all parcels sent directly to the Sonesta Hotel. If applicable, please complete and return the attached payment form directly to the Catering/Conference Services Department.

2. Please ship items to arrive no earlier than August 6, 2020 (7) days prior to the event. Please note that for shipments scheduled to arrive on the day of event, standard daily delivery times are typically between 1:00 PM and 4:00 PM based on carrier and there is no guarantee of early delivery.

3. Sonesta staff will deliver shipped items directly to the company exhibit booth in Salon ABCD on August 13th. Please note that exhibiting area is carpeted so please don’t ship carpeting. If your item cannot be located, please contact Sonesta Shipping staff at extension 7733 and have tracking information available.

4. Due to the limited amount of storage space and receiving capabilities, the Sonesta Hotel is unable to accept any shipments that exceed 100 pounds. Arrangements for shipping exhibit materials that exceed this limit should be made directly through the following company:
   Blue Chip Expo
   118-B Mathews Drive
   Hilton Head Island, SC 29926
   Phone – 843-681-4545
   Fax – 843-689-5959
   Scott Lee, Manager

   NOTE: Payment for any such arrangements are payable directly to Blue Chip Expo and are the responsibility of the individual.

5. The Sonesta Hotel reserves the right to refuse any boxes which may be labeled unclearly and inaccurately, appear damaged or tampered with, or are in excess of our limited storage/weight guidelines.
Exhibitor Order Form

- This form is for services and/or equipment available only by the Sonesta Resort
- Complete and return form and fax or scan/email back to:

<table>
<thead>
<tr>
<th>Hotel Contact Info:</th>
<th>Name: Diane Hardy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phone: 843-341-1857</td>
</tr>
<tr>
<td></td>
<td>Fax: 843-842-9975</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:dhardy@sonesta.com">dhardy@sonesta.com</a></td>
</tr>
</tbody>
</table>

- Payment must be received along with request. On-site payments not accepted
- Requests must be received (10) days prior to scheduled event – After this date additional fees will apply

<table>
<thead>
<tr>
<th>On-Site Contact:</th>
<th>Booth / Company Name:</th>
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<tbody>
<tr>
<td></td>
<td>Contact Phone:</td>
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<td></td>
<td>Contact Email:</td>
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</tbody>
</table>

Credit card information – Payment for requested items will be posted at time of receipt:

<table>
<thead>
<tr>
<th>Credit Card Type:</th>
<th>Credit Card Number:</th>
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<tbody>
<tr>
<td></td>
<td>Credit Card Expiration:</td>
</tr>
<tr>
<td></td>
<td>Secure ID (if applicable):</td>
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<tr>
<td></td>
<td>Card Holder’s Name:</td>
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<td></td>
<td>Card Holder’s Signature:</td>
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| Card Holder Contact Info: |

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<thead>
<tr>
<th>Quantity</th>
<th>Requested Item</th>
<th>Cost *(10) days or more prior to event</th>
<th>Cost *Less than (10) days from event</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>110-volt outlet</td>
<td>$45.00 each / one-time fee $90.00 each / one-time fee</td>
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<tr>
<td></td>
<td>Easel</td>
<td>$25.00 each / one-time fee $50.00 each / one-time fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enhanced WIFI (basic WIFI complimentary)</td>
<td>$40.00 each / one-time fee $80.00 each / one-time fee</td>
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Handling/Storage Fees for Items Shipped to Resort:

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<thead>
<tr>
<th></th>
<th>Standard Parcel</th>
<th>Rolling Case/Crate</th>
<th>Pallet</th>
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<tbody>
<tr>
<td></td>
<td>$15.00 each</td>
<td>$30.00 each</td>
<td>$75.00 each</td>
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<table>
<thead>
<tr>
<th>Please check if applies</th>
<th>Requested Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Banquet and Catering Menu (For food and beverage offerings from booth)</td>
</tr>
<tr>
<td></td>
<td>PSAV Audio Visual Pricing Guide (For AV needs provided through the resort)</td>
</tr>
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</table>

- All prices are subject to a 23% administrative fee & applicable SC sales tax
- If company is tax exempt in South Carolina please provide supporting documentation at time of submission so that the resort may verify before payments are processed. If supporting documents are not submitted with this form, there is no guarantee that tax exemption will be verified by time of receipt.
# Tentative Agenda

**Thursday, August 13**
- 12:00 PM - 8:00 PM: Registration/Hospitality Desk Open – Santee Foyer
- 12:00 PM - 5:00 PM: Exhibitor Set-up - Salon ABCD
- 6:00 PM - 7:00 PM: Latte N Learn – Salon EFGH (open to all)
- 7:00 PM - 10:00 PM: President’s Reception/Dinner – Beach Pavilion (open to all)

**Friday, August 14**
- 7:00 AM - 3:30 PM: Registration/Hospitality Desk Open – Santee Foyer
- 7:00 AM - 3:00 PM: Exhibits Open – Salon ABCD (open to all)
- 7:00 AM - 8:30 AM: General Breakfast – Salon ABCD (open to all)
- 7:00 AM - 7:45 AM: Educational Symposium/Breakfast - Salon EFGH (HCP only)
- 8:00 AM - 9:30 AM: General Session – Salon EFGH (open to all)
- 9:30 AM - 10:30 AM: Exhibit Hall & Break – Salon ABCD (open to all)
- 9:30 AM - 10:30 AM: Poster Session & Break – Savannah Ballroom (open to all)
- 10:30 AM - 12:00 PM: General Session – Salon EFGH (open to all)
- 12:00 PM - 1:00 PM: General Lunch – Salon ABCD (open to all)
- 12:00 PM - 12:45 PM: Educational Symposium/lunch - Salon EFGH (HCP only)
- 1:00 PM - 2:00 PM: Workshops – 2nd Floor Meeting Rooms
- 2:00 PM - 3:00 PM: Exhibit Hall & Break – Salon ABCD
- 3:00 PM - 5:00 PM: Networking Event - Bailey’s Bar & Terrace (open to all)
- 4:00 PM - 6:00 PM: Posters & Prosecco – Savannah Ballroom (open to all)
- 6:00 PM - 6:45 PM: Educational Symposium – Salon EFGH (HCP only)
- 7:00 PM - 10:00 PM: AWIR Sponsored Dinner – Salon EFGH and Foyer (open to all)

**Saturday, August 15**
- 7:00 AM - 3:00 PM: Registration/Hospitality Desk Open – Santee Foyer
- 7:00 AM - 3:00 PM: Exhibits Open – Salon ABCD
- 7:00 AM - 8:00 AM: General Breakfast – Salon ABCD (Open to All)
- 7:00 AM - 7:45 AM: Educational Symposium/Breakfast – Salon EFGH (HCP only)
- 8:00 AM - 9:30 AM: General Session – Salon EFGH (open to all)
- 9:30 AM - 10:30 AM: Exhibit Hall & Break – Salon ABCD (open to all)
- 9:30 AM - 10:30 AM: Poster Session – Savannah Ballroom (open to all)
- 10:30 AM - 12:00 PM: General Session – Salon EFGH (open to all)
- 12:00 PM - 12:45 PM: General Lunch – Salon ABCD (open to all)
- 12:00 PM - 12:45 PM: Educational Symposium/Lunch – Salon EFGH (HCP Only)
- 12:45 PM - 1:45 PM: General Session- Salon EFGH (open to all)
- 1:45 PM - 3:00 PM: Advocacy Training Workshop – 2nd Floor Meeting Rooms
- 3:00 PM - 5:00 PM: Sponsored Networking Event - Bailey’s Bar & Terrace (open to all)
- 3:00 PM: Afternoon Activities (open to all)
- 4:00 PM - 6:00 PM: Posters & Prosecco (open to all) – Savannah Ballroom
- 6:00 PM - 10:00 PM: Founding Sisters Reception/Buffet Dinner – Shipyard Beach Pavilion (open to all)

**Sunday, August 16**
- 6:00 AM - 7:00 AM: Sunrise Beach Walk – Meet in lobby (open to all)
- 7:00 AM - 11:30 AM: Hospitality Desk Open – Santee Foyer
- 7:00 AM - 8:30 AM: General Breakfast (open to all)
- 7:30 AM - 8:30 AM: Educational Symposium/Breakfast Salon EFGH (HCP Only)
- 7:30 AM - 11:30 AM: Exhibits Open – Salon ABCD
- 8:30 AM - 12:00 AM: General Session Salon EFGH
- 12:00 AM - 2:30 PM: Exhibitor Dismantling