



## TABLETOP EXHIBIT GUIDELINES



To qualify for the tabletop exhibit option for EDexpo, you must not have exhibited in EDexpo 2016.

Only one tabletop exhibit space can be reserved per company and only the exhibitor's products can be displayed in space contracted for. This option is offered on a one-time basis only. All applicable EDexpo exhibit rules and regulations apply to the tabletop exhibit.

### Tabletop exhibit space includes:

- One (1) draped table, 6' long x 24" wide, 30" high. Table drape color TBD.
- Standard ID sign, 44"L x 7"H
- Two Chairs
- Exhibit Hall is Carpeted
- 8' high back drape
- 3' high side divider

### General Tabletop Guidelines:

- Items to be displayed or demonstrated **must** fit on the tabletop provided
- No display items are allowed on the floor beside, in front of, or behind the table
- Pop ups are not allowed unless they can fit on the tabletop, and, combined height of table and pop up is less than 8' high
- Signage is allowed, but must fit within the backdrop of the 6' space provided
- If you require electricity and/or internet for your exhibit, please order these services directly from the official contractors of that service

**Tabletop Height:** Exhibit fixtures, signage, products, etc. must be placed on top of the table. *(Flame resistant signs or banners reaching a maximum of 6'L x 30"H may be hung from the drape on the front of the table or on the pipe and drape behind table.)* All applicable EDexpo exhibit rules and regulations apply to the tabletop exhibit.

Exhibitors may be asked to remove any display items not in compliance with these guidelines.

**Intent:** Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size exhibit.

With written permission, variances may be allowed. Requests for variations must be submitted to Show Management no later than 30 calendar days prior to the set-up day for the show.

**Tabletop Assignment Policy:** Requests for table locations will be handled on a first-come, first-served basis. No table will be assigned without full payment. Show Management reserves the right to determine final exhibit table assignments.

**Contact:** If you have any questions regarding tabletops at EDexpo, please contact Nicole Whatley at [exhibits@edexpo.com](mailto:exhibits@edexpo.com) or (800) 395-5550, x1030.

Sample Pictures of a Tabletop Exhibit:

