



EDMEETINGS INFORMATION AND ORDER FORM

Exhibitors that do not require a meeting room for sales meetings and prefer to have a sales meeting in their booth during non-exhibit hours with the products on display, may do so by completing the EDmeetings Reservation Form that follows. All invitees and Exhibitor personnel must be registered, badged, and follow all regulations. These regulations are necessary to protect the rights and booth content of all Exhibitors.

EDmeetings may be conducted any time during the following non-exhibit hours:

Wednesday, March 15:	8:00 AM – 11:30 AM
Thursday, March 16:	8:00 AM – 10:00 AM

Aisle carpeting maintenance, including vacuuming, will be completed prior to 8:00 AM each morning and no machinery from the general contractor will be allowed to operate, unless in an emergency situation.

Please be advised that there will be some last minute touch-up work being done by other Exhibitors on all mornings, as not all exhibitors take advantage of these meetings. Show Management will try to minimize any distractions and/or noise during the EDmeetings hours, but all exhibitors do have access to the exhibit hall prior to exhibits opening each day.

Please notify Show Management in the Exhibitor Service Center immediately if you do have any issues with noise during your meeting.

If you have any questions about the EDmeetings, contact EDexpo Exhibit Management Department at 800.395.5550 x.1032 or via email to exhibits@edexpo.com

PLEASE REMEMBER THAT THE EDMEETINGS RESERVATION FORM MUST BE RECEIVED 3 DAYS PRIOR TO SHOW

EDMEETINGS: DIRECTIONS AND REGULATIONS:

- 1) You must complete the EDmeetings Reservation Form that follows. Send the completed form to edexpo@edexpo.com
- 2) There is a maximum of 30 invitees allowed in your booth at one time per In-Booth Sales Meeting.
- 3) ***A representative from your company must meet your group outside the exhibit hall.***
When all of your group is present, the company representative will lead your group to your Booth. ***No attendee will be allowed to enter the exhibit hall without a company representative.*** Exhibit representatives will be responsible for meeting attendees to insure that your invitees do not stray into other exhibitors' booths, nor use the furniture in the booths of others, nor roam the exhibit floor while the Show is not officially open.
- 4) Meeting Types:
 - a. **Single Meeting** =Exhibiting company holds one meeting only per day. You must escort your attendees to and from your booth for the meeting.
 - b. **Consecutive Meetings** =Exhibiting company holds multiple meetings, one after the other (not concurrently). Since only one meeting is occurring at a time, the rate is based on the maximum attendance. You must escort your attendees to and from your booth for each individual consecutive meeting. Example: 8:00 am-8:30 am meeting, 8:45 am-9:15 am meeting
 - c. **Overlapping/Concurrent Meetings** =Exhibiting company holds multiple meetings either at the same or overlapping times (starting and/or ending at different times). ***Since these meetings overlap, each will require separate exhibitor representatives.*** You and your representatives must escort your attendees to and from your booth for each individual meeting. Example: 8:00 am - 8:30 am, 8:15 am – 8:45 am, 8:30 am – 9:00 am
 - d. **At no time can you have more than 30 attendees in your booth for any meeting type listed above.**
- 5) At the conclusion of your meeting(s), you must escort the guests out the exhibit hall or your invitee(s) can remain in your booth with you. If an invitee is seen roaming the exhibit floor, that person will be escorted out of the exhibit area.
- 6) To protect the rights of others also having sales meetings, no P.A. system or voice enhancement will be allowed.
- 7) The Exhibitor, by signing the EDmeetings Reservation Form, assumes all liability for life, accident, theft of property, damage to property or any other loss due to the Exhibitor's sales meeting and holds the Education Market Association, Freeman, and the Westgate Convention Center and Casino harmless from any and all losses. It is recommended that the Exhibitor have, in effect during EDexpo, insurance to cover all property, and personal or bodily damages and claims arising from engaging in business as an exhibitor.

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EDmeetings Reservation Form

Please complete the information below and send where indicated. A confirmation of receipt of reservation form will be sent via email to the contact listed below within three days of receipt of reservation form. Please contact Education Market Association if you do not receive confirmation of receipt of form.

PLEASE SCHEDULE AN EDMEETINGS ON THE FOLLOWING DAY(S):

<u>Day(s) Requested</u>	<u>Maximum Number of Invitees</u>	<u>Start Time*</u>
Wednesday, March. 15	_____	_____
Thursday, March. 16	_____	_____

Meeting type: Single meeting Consecutive meetings Overlapping meetings

Please refer to the Meeting Information for the definitions of "Meeting Type"

*We only require the start time of your first meeting of the day. In-Booth Meetings can be scheduled beginning from 8 AM through 11:30 am on Wednesday and Thursday.

Company Name: _____ Booth #: _____

Contact Name: _____

E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Send this completed form by email to exhibits@edexpo.com or by fax to 301-495-7386; or by mail to: Loraine Coleman, Education Market Association, 8380 Colesville Rd., Ste. 250, Silver Spring, MD 20910