

# INTERNATIONAL CONFERENCE 2019 OVERVIEW

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The 2019 International Conference will be held at the Sheraton Downtown in Fort Worth, TX, April 9-11. This year's conference will feature tabletop exhibits and exhibitors will be provided with a 6' x 30" draped table. Exhibits will be set up in Magnolia I-III.

## Tabletop Displays:

Items should be displayed on the top of the 6' x 30" table; backdrops are allowable if on a stand and flush with the wall with the 6' table in front of it

Items must be no higher than 4' above the table

## Tabletop Exhibit Set Up:

**Tuesday, April 9** 9:00 a.m. to 11:30 a.m.

**Tabletop exhibits must be completed by 11:30 a.m.**

## Tabletop Exhibits Open:

**Tuesday, April 9**

Welcoming Reception 6:00 p.m. to 8:00 p.m.

**Wednesday, April 10**

7:30 a.m. to 8:45 a.m. (continental breakfast sponsored by exhibitors)

5:45 p.m. to 7:15 p.m. (reception in exhibit area)

## Tabletop Exhibits Breakdown:

**Wednesday, April 10** 7:15 p.m. to 8:30 p.m.

Please fill out and return your Exhibitor's Contract as soon as possible to reserve space. **Two** tabletops maximum per company.

## **TERMS AND CONDITIONS**

The rental fee for each 6' x 30" table is US\$1,895 (US\$1,135 per table for AATCC Corporate Members.) For each table rented, the exhibitor will receive:

- One complimentary conference registration allowing access to all functions and events.
- A final conference registration list will be sent after the conference.

## **Full payment of the rental fee must accompany the request for a tabletop.**

- 1) No refunds will be made after February 25, 2019. Payment may be made by check, MasterCard, VISA or American Express.
- 2) International Exhibitors: If paying by check, it should be a cashier's check drawn on a U.S. bank in U.S. funds. If payment is to be made by bank transfer, a wire transfer application must be requested and completed in its entirety and submitted to AATCC. A service fee of US\$30.00 will be charged for a bank transfer and should be included in the amount of the wire transfer.

Tabletop assignments will be based on the order of exhibitor priority points. If the space you request is not available, AATCC will assign you the **next best comparable space** still available at the time your contract is received.

**Contracts must be returned to AATCC by February 14, 2019.**

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