



## Exhibitor Guidelines

February 3–5, 2020

Hotel Irvine, Irvine

### **Exhibitor Table Fees**

Exhibitor fee is \$700 per table. The fee includes one 6' table, skirting, table cloth, two chairs, and signage.

Exhibitors who would like to attend the Summit general sessions and workshops must register separately and pay the applicable attendee registration fee.

### **Audio-Visual and Electrical Fees**

Audio-visual and electrical fees will be ordered and paid by the vendor separately. On-site electrical access requests will not be accommodated.

To order AV services in advance, please contact Daniel Aguirre, AV Director, Hotel Irvine at 949-225-6627 or [daaguirre@hotelirvine.com](mailto:daaguirre@hotelirvine.com).

**The deadline to place your order is Friday, January 24, 2020.**

Set-up – Monday, February 3 from 10:00 am to Noon

Tear-down – Wednesday, February 5 from 10:30 am to 1:30 pm

### **Exhibitor Packet**

Specific information on exhibiting will be distributed with letters of acceptance beginning mid-October. The packet will include a floor map showing table location options, information on shipping materials, IT/electrical order form, contact information, and a short questionnaire.

### **Contact Us**

For more information, please contact Jamiann Collins-Lopez at 916-263-1042 or [events@first5.ca.gov](mailto:events@first5.ca.gov).