

Exhibitor Guidelines

We expect the 2023 National Federation of the Blind (NFB) National Convention will attract about three thousand people to Houston for its activities. The guidelines set forth here are designed to help exhibitors in their advance planning and to minimize confusion during the setup and operation at the convention. Changes to schedule or other details described in this document may occur at the discretion of the NFB and changes will be communicated to all registered exhibitors.

What do exhibitors receive with each table rental?

- Opportunity to participate in pre-convention virtual exhibitor preview.
- Two complementary convention registrations, including full credentials and name badges identifying each person as an exhibitor.
- Promotion as an exhibitor via company or organization name listed on the exhibit webpage and emails to convention registrants.
- Profile on virtual event platform and app.
- One six-foot exhibit table, two chairs, and overnight security in exhibit space.

May exhibitors choose their table size?

No, there is only one size table available. Each table is six-feet long. Exhibitors may request more than one table if additional space is needed. A \$975 fee is assessed for each additional table requested. Sponsors receive one or more free tables depending on their level of sponsorship.

How are table spaces assigned?

Table space assignment is based on, but not limited to, sponsorship level and availability at the time payment is received. **Table assignments and floor plans will not be available prior to convention setup.** Exhibitors should ask for the exhibit coordinator at the information table in the exhibit hall to receive their exhibitor packet containing information regarding their allocated space.

How will I know if a table space has been reserved for my company?

When your completed application and payment are received, an exhibitor confirmation notice will be emailed. Your payment will be returned if all available space has been filled.

What happens if I want to apply to exhibit after the deadline of May 31, 2023?

Depending on the availability of spaces in the exhibit hall, your application may or may not be accepted. If it is accepted, a \$250 late fee will be assessed. Exhibitors who sign on after the deadline will not be included in the printed or Brailled exhibit hall materials.

What happens if I must cancel my table space?

A written request for refund must be received by May 31, 2023. No refund will be issued after that date. A \$25 processing fee will be deducted from your refund.

What happens if I do not use my table during the convention?

If an exhibitor fails to occupy the table, the NFB is under no obligation to refund the fees paid by the exhibitor and maintains the right to use the unoccupied table as it deems fit.

What do I do when I arrive at the convention to set up?

Exhibitors should check in and pick up exhibitor badges and ribbons at the NFB information table in the exhibit hall during the scheduled set-up hours. The location of the exhibit hall in the convention hotel will be communicated prior to the convention.

What is the purpose of the exhibitor ribbon?

The exhibitor ribbon allows exhibitors to enter the exhibit hall fifteen minutes prior to the hall opening to the public. To obtain an exhibitor's ribbon, an exhibitor must check-in at the NFB information table in the exhibit hall during the scheduled set-up hours. The exhibitor ribbon must be visible to the individual securing the exhibit hall entrance.

Convention attendees wishing to visit exhibits will not be permitted to enter the exhibit hall until the posted exhibit hall hours, allowing exhibitors with ribbons time to set up their tables prior to opening.

What do I do if I have electricity, audio/visual, telephone, or internet connectivity needs at my table?

All such amenities will be provided by the hotel's service providers rather than through the NFB. Exhibitors should work with them directly to order and pay for their needs. Contact information and exhibitor services kits will be sent to exhibitors after the application and payment have been received.

When do exhibitors set up, exhibit, and tear down?

Setup: Saturday, July 1, noon–4:30 p.m.

Exhibit hours:

- Sunday, July 2: 9:00 a.m.–5:00 p.m.
- Monday, July 3: 9:00 a.m.–5:00 p.m.
- Tuesday, July 4: noon–1:45 p.m. AND 7:00–9:00 p.m.
- Wednesday, July 5: noon–1:45 p.m.

Teardown: Wednesday, July 5, 1:45–6:00 p.m. (anything left after 6:00 p.m. will be unsecured).

The exhibit schedule is based upon the general session schedule as published in the convention agenda. **Any changes to the general session schedule that may occur during the convention will result in conforming shifts in the exhibit schedule and will be announced in the exhibit hall.**

The exhibit hall will not be available for private demonstrations, unpacking, or setup beyond the setup time and the regular exhibit schedule.