



## EXHIBITOR INFORMATION

### **Exhibit Area Schedule**

*Dates and times are subject to change closer to event.*

- |                    |                                      |                                       |
|--------------------|--------------------------------------|---------------------------------------|
| • Location:        | Omni Hotel, Level 2                  | Broadway Pre-Function Area            |
| • Setup:           | Wednesday, February 22 <sup>nd</sup> | 8:00am – 12:00pm                      |
| • Exhibitor Hours: | Wednesday, February 22 <sup>nd</sup> | 12:00pm – 5:00pm                      |
|                    | Thursday, February 23 <sup>rd</sup>  | 8:00am – 5:00pm                       |
|                    | Friday, February 24 <sup>th</sup>    | 8:00am – 3:00pm                       |
| • Tear Down:       | Friday, February 24 <sup>th</sup>    | 3:00pm – 4:00pm (must be done by 4pm) |

### **Booth includes:**

- (1) Exhibitor Badge
- 10' x 10' booth space
- Draped dividing side rails
- An identification sign
- 6' x 30" skirted table with 2 chairs

### **Exhibitor Badge includes:**

1. Access to all CRS Educational Sessions
2. Thursday + Friday Luncheon Performances
3. Access to public After-Hour Parties  
*(does not include New Faces ticket)*

### **Ship materials (signs, banners, promotional items, etc.) to:**

Attn: CRS EXPO BOOTH / Brooke Sanders  
CARE OF: FERN EXPO  
125 Fernco Drive  
Nashville, TN 37207

**\*Your shipment must arrive by 2/3/17**

### **Add-On Services** (additional charges will apply, please see AV order form):

- Access to electricity
- Audio/visual services
- Internet access
- Carpet
- Furniture

### **Contact information:**

- Rentals (carpet, side walls, extra chairs/tables, etc.) or questions about shipments
  - Fern Expo, Cynthia Barton, [cbarton@fernexpo.com](mailto:cbarton@fernexpo.com)
- AV/Electrical
  - Encore, Sarah McNabb, [sarah.mcnabb@encore-us.com](mailto:sarah.mcnabb@encore-us.com)