



## GUIDELINES FOR HOSTING A PRE- OR POST-SHOW EVENT ON THE SHOW FLOOR

Please review our guidelines if you plan to host an event in your booth before or after show hours.

### GUIDELINES

Please ensure you meet the following requirements before submitting a request for approval.

- Exhibitors may host an event during the following timeframes:
  - Monday, September 20, 8:30-10 a.m. or 4-5 p.m.
  - Tuesday, September 21, 8:30-10 a.m. or 4-5 p.m.
  - Wednesday, September 22, 8:30-10 a.m. or 3:45-5 p.m.
- Events must be contained within the exhibitor's booth(s) and aisle.
- Events may not conflict with official IPW events. Please see our [event schedule](#).
- Exhibitors must abide by the guest capacity limits below:

Size of IPW Booth or Aisle	Maximum # Guests
Less than 400 sq. ft.	12
401-900 sq. ft.	28
901-1,200 sq. ft.	50
1,201-2,000 sq. ft.	80
Greater than 2,001 sq. ft.	<i>Contact IPW below for details</i>

### NEXT STEPS

Email your request to Katie Sauers and include the following information:

1. Exhibitor name and booth number
2. Event date and time
3. Estimated number of guests
4. On-site point of contact (name and phone number) during event

### QUESTIONS?

Contact Katie Sauers, exhibits manager, at [ksauers@ustravel.org](mailto:ksauers@ustravel.org)

