



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:

	Morning	Afternoon
Monday, June 6	8:30-9:50 a.m.	4:15 p.m.-5:15 p.m.
Tuesday, June 7	8:30-9:50 a.m.	4:15 p.m.-5:15 p.m.
Wednesday, June 8	8:30-9:50 a.m.	4:15 p.m.-5:00 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 for further details 202.218.3603</i>

NEXT STEPS

Email your request to Caylie Cook and include the following information:

- Exhibitor name and booth number
- Event date and time
- Estimated number of guests
- On-site point of contact (name and phone number) during event
- Receive email confirmation from IPW that your event(s) is approved

QUESTIONS?

Contact Caylie Cook, exhibits manager, at ccook@ustravel.org.