

## 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, May 22	8:30-9:50 a.m.	4:15 p.m.-5:15 p.m.
Tuesday, May 23	8:30-9:50 a.m.	4:15 p.m.-5:15 p.m.
Wednesday, May 24	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.	Contact IPW for further details 202.218.3603

### ALCOHOL

Security is required when alcohol is being served and any cost associated with this is at the expense of the exhibiting company. Please reach out to [order@dtasecurityservices.com](mailto:order@dtasecurityservices.com) for security questions.

The RK Culinary Group will notify the San Antonio Police Department Off Duty Employment Unit once an exhibitor orders alcohol.

### 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](mailto:ccook@ustravel.org).