

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 |
|----------------|----------------|---------------------|
| Sunday, May 5 | 8:30-9:50 a.m. | 4:15 p.m.–5:15 p.m. |
| Monday, May 6 | 8:30-9:50 a.m. | 4:15 p.m.–5:15 p.m. |
| Tuesday, May 7 | 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.