

EXHIBITOR INFORMATION

Tabletop Exhibit Set up:

Monday, November 9 starting at 4:00pm – 6:00pm and

Tuesday, November 10 starting at 7:30am – 8:00am

Tabletop Exhibit Dismantle: Thursday, November 12 at the close of the conference.

Audio/Visual/Electric/Wi-Fi:
Wi-Fi is complimentary in the event space

Please bring your own power strip and extension cords to access power outlets if needed.

Exhibit Area Security:
The General Session and all tabletop exhibits will be located at the Harrell Center Building in the Harrell Auditorium. The Harrell Auditorium can be locked each night. If you need to access the room outside of the conference hours, please reach out to the A&WMA onsite contact Tracy Fedkoe. A&WMA and Lake Junaluska Retreat Center are not responsible for any vendor items.

Additional Information:
The Terrace Hotel does not have an onsite business center. If you need to print documents during your stay, the front desk can provide you with the hotel's business email address. Simply email the document(s) to the provided address, and the front desk staff will print them for you.

Tabletop space includes:
Tabletop space: 10 feet wide, approximately 5 feet depth
One (1) six foot x 30" black linen table, 2 chairs
*Two pull-up banners behind the table would fit, or one 10-foot backdrop

Hotel Parking:
Parking at The Terrace at Lake Junaluska is completely free. The hotel offers complimentary on-site self-parking for guests, as well as designated wheelchair-accessible and van-accessible parking spaces on the property.

Hotel Shipping/Receiving:

Please note that all exhibitors are responsible for arranging and covering the cost of shipping materials to and from the hotel. You may use the shipping carrier of your choice.

Conference materials may be shipped directly to **The Terrace Hotel at Lake Junaluska** no earlier than **three (3) business days prior to the first day of the event**. If received more than 3 days prior to the conference "start date," will require approval from the Lake Junaluska General Manager and subject to a storage fee.

Packages will be stored at the hotel's front desk and may be picked up upon your arrival. During exhibitor setup hours, a bell cart from the hotel may be used to transport your materials across the street from The Terrace Hotel to the **Harrell Center Building / Harrell Auditorium**.

At the conclusion of the conference, exhibitors may use a bell cart from the hotel to return their packed materials to The Terrace Hotel front desk for pickup by their prearranged shipping carrier.

Please ensure that all outbound packages are securely taped, sealed, and labeled before delivering them to the front desk. Exhibitors are responsible for scheduling shipment pickup and ensuring all materials are removed from the Hotel /Auditorium following the event.

Sample Label for each package you ship:

To: Onsite Guest Name or Company Name
"Attention: Front Desk for A&WMA Visibility"
Date of Conference
The Terrace Hotel at Lake Junaluska
689 N Lakeshore Dr
Lake Junaluska, NC 28745

