

IEEE-HKN

**Student Leadership
CONFERENCE**

Exhibitor/Sponsor Details

- **EXHIBIT SPACE:**

- You will have a table in our exhibit space (6' by 2.5' uncovered table, no draperies), 2 chairs and a wastebasket. Additional tables can be ordered at a cost of \$25. You are welcome to add your own backdrop or display assembly, but we ask that you keep to the 6' wide space if possible. Exceptions are for our Platinum and Diamond sponsors.
- Exhibitors will be in the F Concord room. We will provide you with a layout map the morning of the conference.
- Free wireless access is available via the hotels' wireless network. Wired internet access can be ordered for an additional charge of \$125.00.
- The exhibit set-up time is **Saturday November 16, starting at 8:00 am**. There will be a Welcome at 8:30 am followed by sessions at 9:00am. The first visitors to the exhibits could be as early as 9:00 am, but the first large-scale traffic time will be 11:00 am. Dedicated recruitment fair hours are: 11:00am -12:30pm, 3:30pm-5:30pm, The exhibits will end at 6:00pm.
- Electrical service including a power cord, dedicated outlet, and power strip can be ordered directly through the hotel using the [IEEE Exhibitor Form](#).

- **SHIPPING IN:**

- Drayage services must be arranged with the hotel by **October 31, 2024** for additional charges using this [IEEE Exhibitor form](#). **All drayage must only be delivered (3) business days prior to the event and between the hours of 9a - 5pm. A fee of \$50 per day for all days prior to 72 hours.**
- **Packages should be addressed as follows:**
 - Embassy Suites Resort Hotel and Concord Convention Center
5400 John Q Hammons Drive NW

Concord, NC 28027

HOLD FOR: (Individual Attending the Show)

November 16, 2024

Number of Boxes (i.e. 1 of 2, 2 of 2, etc.)

Attn: HKN Student Leadership Conference/Kristen Thibault, Conference and Event Manager

- **SHIPPING OUT:**

- Ship Out of materials must also be arranged with and directly paid to the hotel using the [IEEE Exhibitor form](#)
- All tables must be broken down no later than 7pm on Saturday and you must arrange your own out-shipment.
- All pickups must be scheduled for the last day of the event.
- All outgoing drayage must be scheduled and labeled properly - the hotel does not have materials for exhibitors to use.
- Should drayage remain behind 24 Hours after the show, a \$250.00 charge will apply to the individual's credit card that made the arrangement

- **LOGISTICS**

- **PARKING:** Exhibitor parking is available at the Embassy Suites Concord at the rate of \$4.00/per day.
- **MEALS:** Exhibitors are welcome to partake in the AM snack, PM snack, and lunch. Breakfast is included for those staying overnight at the hotel.
- **LODGING:** Exhibitors can book their stays into the [HKN room block](#) until **November 1** (or until full)
- **PROGRAM:** The SLC Program schedule can be found [here](#).