

# **A Night at the Movies**

## **CAI Trade Show**

### ***Come Walk the Red Carpet***

**September 23, 2010**

#### Exhibit Guidelines:

- ❖ The tradeshow will begin at 3:00pm and continue until 6:00pm. You will be allowed to start setting up your table at 12:00 Noon. Teardown should not begin until after 6:00pm
- ❖ Booth numbers and location are shown on pages 2.
- ❖ All tradeshow exhibitors will have a 5' table with a drop cloth for display. Each table will have two chairs.
- ❖ This year's theme is "A Night at the Movies: Come Walk the Red Carpet". Vendors are encouraged to decorate their table for a chance to win a free table at next year's tradeshow!
- ❖ If you paid for our decorating service, you will receive details in a separate email from Sharon Adams, or you may contact her directly at [sharon@steinerranchhoa.org](mailto:sharon@steinerranchhoa.org)
- ❖ Backdrops are allowed although everyone must realize the size of the space is somewhat limited.
- ❖ To reduce exhibitor traffic on the display floor, only 2 representatives will be allowed per booth.
- ❖ Exhibitors are encouraged to distribute marketing materials as well as promotional materials with logos such as pens, note pads, hats, shirts, cups, mugs, etc.
- ❖ Exhibitors are encouraged to have their own drawings. We suggest holding your drawing at the end of the show and contacting the winner individually.
- ❖ Each attendee will receive a bingo card upon arrival. Attendees must visit each booth and submit a completed bingo card for a chance to win a cash prize.

# 2010 CAI Trade Show Exhibit Space Diagram

