

# Exhibitor Guideline

## CMRI Conference Center

### Exhibitor Space

Each vendor will be provided with a 5' by 2 ½' table with 2 chairs. Overall footprint of your exhibit space, including your table, is 6' by 5'. Black linens may be provided upon request.

### Load-in/Load Out

Exhibitors must load-in and load-out all materials within the designated time frame as defined by your Meeting Planner. Exhibitor is responsible for providing their own cart for load-in/load-out of all materials. At the conclusion of the Event, all items must be removed from the space, or disposed of. Any items remaining after the conclusion of the Event become Children's Mercy property.

### Electricity

Electrical access must be arranged in advance with your Meeting Planner.

### Internet

Complimentary Guest Wi-Fi is available onsite.

### Transactions

No sale of food, beverages, products, or services may take place in association with the Event. Other than donations to CM, the only transaction of funds that may occur onsite at the Event are legitimate sales or educational efforts for purposes related to the health care mission of CM. (e.g., representatives of pharmaceutical or medical device manufacturers).

### Display Materials

Exhibitors will be responsible for bringing all materials needed to display their items. No signage, banners or other items may be attached to any CMRI facility structures including walls, windows, etc.

### Decorations

No open flames, latex balloons, glitter, or confetti are permitted.

### Shipping & Receiving

Children's Mercy is not equipped to receive shipments on behalf of an exhibitor. If you are traveling to Kansas City, please arrange to have any shipments delivered to your hotel.

