



DID Vendor Sponsor Information:

Date:
March 23rd, 2018

Arrival time:

Please plan on arriving and begin setting up between 8:00am-8:30am. Attendee registration starts at 8:30am and we hope to have as many of you in place prior to their arrival as possible.

Location:

Indiana Design Center 200 S Rangeline Rd. Carmel, IN 46032

Unloading & Parking:

Please unload your items using the south doors of the grand hall entrance which is the space where you'll be setting up your vendor booths. Parking will be limited on the event day so we ask that you do not leave your car parked in the south lot but utilize the complimentary parking shuttle to park in a lot just south of the building. Shuttle service will run regularly during the event. Attached you will find the parking map and we will also have event volunteers on site to assist and provide directions for these options.

Dining:

We will be providing a light breakfast (pastries, fruit, coffee, juice, etc.) and a box lunch. We would love for you to stay and join us for lunch at 11:50, however we know that your time is limited and understand that you may need to leave after the vendor interaction time.

Info on Table display:

- All tables will be in place before your arrival with a label.
- Each table will be 8'x30" with a black table covering and 2 chairs let is know if you will need more than two.
- Please let us know if you will require electrical for your table display
- If you have any concerns or additional needs regarding your table display, please reach out with further questions.

Take Down:

Our program runs until 2:30pm however, you are only required to stay through the vendor interaction time, which ends at 11:30. There will be a short break following the vendor interaction time (from 11:30-11:45) before lunch. You are welcome to join us for lunch, but there is no obligation too.

Logo/Loop info:

As part of your sponsorship we will be putting your logo and products on a loop that will be shown during all breaks, lunch, & while introducing each vendor. We requested you logo when you registered, however if you failed to submit a logo or if you have additional images you'd like to include, All information must be in PowerPoint or jpg. format and can be sent to us via e-mail. All loop info must be in our hands no later than Friday, March 16th.

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• Thank you for your participation on this important day for Interior Design students and professionals! •

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