

Campus Safety Conference EAST

Sponsor Showcase Information

What's Included with my Table space?

- (1) 6' standard table – this area is approx. 8x8 and is NOT a traditional “booth” space
- (2) Chairs
- (1) Wastebasket
- Attendee list – Post event

Set Up and Tear Down

Tabletop displays MUST be completely show ready by 11:00am on Thursday, July 13 and tear down begins at 4:00pm.

Floor Plan

The Campus Safety EAST floor plan is attached to this email. Please take a look and note your location and table number.

Shipping Information

Shipping materials to the event? Use the attached Campus Safety shipping label for your boxes and make it easier! Please note, if you are return shipping anything after the event, you will need to call and schedule the pick up with your preferred carrier. Be sure to have return labels prepared for boxes that will need to be shipped. Click [HERE](#) for more information on our event website.

Some Tabletop Tips

Tabletop displays can pack a big punch when you maximize your impact. CAMPUS SAFETY has a few suggestions on how to do that:

- Create a custom table cover (standard 6 foot table)
- Eliminate any clutter in your table top area
- Promote your participation at Campus Safety on your website and in your communications
- Be sure your sign graphics are simple and easy to read
- Make sure to have a plan to collect contact details



During the planning, here are a few display requirements to keep in mind:

- Space per display is 8-ft. wide by 6-ft. deep
- Minimal hardware should be utilized (e.g. computer systems for demonstrations)
- All displays must be table-top standard
- No other props or setups (pipe & drape, large signs, plants, etc.) will be available
- Displays may not include any equipment that could leak or cause damage to the floor