

# NOTES TO EXHIBITORS

## SDASBO Spring Conference

April 28-29, 2010  
Ramkota Inn, Pierre, SD

1. DIRECT CONTACT with business managers and other conference registrants will be afforded all exhibitors.
2. ALL EXHIBIT AREAS will be approximately 8 feet by 10 feet. Each area will include a 6-foot by 30 inch table, without skirting, and two (2) chairs. Other equipment or arrangements may be available. Special requests may involve additional fees.
3. SETTING UP EXHIBITS may begin in the afternoon, Tuesday, April 27, 2010. Exhibits must be set up prior to 7:30 a.m. on Wednesday, April 28, 2010.
4. EXHIBIT TIMES: **April 28, 2010**  
  
7:30 a.m.—8:30 a.m.  
10:30 a.m. – 11:15 a.m.  
1:00 p.m.—5:00 p.m.
5. REMOVAL OF EXHIBITS shall not commence until after 5:00 p.m. on Wednesday, April 28, 2010. All exhibits shall be removed by 10:00 p.m. on Wednesday, April 28, 2010.
6. SPECIAL EQUIPMENT AND LIGHTING FOR DISPLAYS IS THE RESPONSIBILITY OF THE EXHIBITOR. Lighting in the exhibit area is ample for all ordinary purposes. Please let us know if you need access to electrical outlets. Temporary wiring must be kept out of the way of the main traffic areas. PLEASE SUPPLY ELECTRICAL EXTENSION CORDS.
7. DECORATIONS MUST BE FIRE RESISTANT by order of the State Fire Marshall. No LP or flammable liquids may be used in the exhibit.
8. SUBLETTING OR DIVIDING exhibit space is not allowed except by permission of the SDASBO vice-president. Distribution of materials and displays must be limited to the area rented.
9. MARRING, TACKING, OR DEFACING the wall is not permissible.
10. EXITS MUST BE KEPT CLEAR AT ALL TIMES.
11. THE SDASBO RESERVES THE RIGHT to restrict exhibits which may be considered objectionable. This includes persons, things, conduct, printed matter or anything not in keeping with the educational character of the exhibits.
12. THE COST OF AREA RENTAL WILL BE \$200.00 PER AREA. Firms may rent a maximum of two areas. THE REGISTRATION FORM AND PAYMENT MUST BE RETURNED BY **APRIL 2, 2010**.
13. EXHIBITORS WISHING TO OFFER A DOOR PRIZE MAY DO SO. Please notify Lory DuFrain, SDASBO Vice-President, of your intent and a description of the prize prior to the conference.
14. ALL MEAL TICKETS are to be purchased by the exhibitor. Please indicate tickets needed on your registration form. Tickets will be sent later. Additional tickets will be available for purchase at the registration table. Meal tickets are \$10.00 for the Noon Luncheon & \$20.00 for the Evening Banquet.