

# **POWER UP! 2024**

## Vendor Information Sheet

### **Thank you for joining us at Power Up! 2024**

The InterHab family is thrilled that you are here, taking part in our conference! The schedule below provides with all the details you need.

### **Exhibitor Showcase Schedule**

Wednesday, Oct. 23

- 8 to 11 a.m. Vendor set-up open in the Manhattan Conference Center (come and go)
- 12 to 1 p.m. Trade Show (Keynote speaker 1 to 2 p.m.)
- 2:15 to 3 p.m. Trade Show (\$100 cash giveaway to showcase attendees provided by InterHab)

Thursday, Oct. 24

- 8 to 8:45 a.m. Trade Show (coinciding with breakfast)
- 11:30 to 1 p.m. Trade Show (coinciding with lunch; prize giveaway to attendees\*)
- 1:30 to 2:30 p.m. Vendor tear-down

Friday, Oct. 25 – NO TRADE SHOW EVENTS

*\*Vendors are asked to bring prizes for the giveaway! Baskets, gift cards, swag, etc. are recommended (generally worth \$50-200). Attendees will drop tickets in buckets at your tables which will be collected at 12:30 p.m. for the giveaway to happen immediately following at 12:45 p.m. Further details are included below!*

### **Additional Information**

1. Each vendor package includes the following: one booth/table; complimentary breakfast on Thursday for all vendors; and two complimentary lunches on Thursday.
2. Vendor packages do not include admission to general sessions (except the Wednesday Keynote address, or those events associated with a sponsorship your company has provided for Power Up! 2024); breakout sessions; executive-level events; evening entertainment on Wednesday or Thursday; or any events scheduled on Friday, Oct. 25. If you wish to attend any of these events, you will need to register as a conferee. **If you attend any of these sessions without registering, you will be invoiced at the non-member full conference registration rate (\$325.00).**
3. Prizes will be given away at each day's main showcase.
4. Please do not raffle off gifts/items at your individual tables. If you wish to contribute items to our Thursday prize giveaway, we ask that you turn them over to InterHab staff prior to the Trade Show and label them with your company name or business card. We will include them in the final giveaway.
5. To facilitate the prize giveaways, vendors will be provided a bucket at their booth. Attendees will place raffle tickets into the buckets and InterHab staff will collect them prior to the drawings.
6. If you need electricity and have not yet requested it, please email [mshreve@interhab.org](mailto:mshreve@interhab.org). If you find that you need it when you arrive, please let us know and we will accommodate as best we can. You will be invoiced an additional \$75.
7. Please check in at InterHab registration desk when you arrive at the Manhattan Conference Center. We look forward to having you join us!