

Welcome, and thank you for joining us!



InterHab is thrilled to have you with us as an exhibitor for our annual conference. Below, you'll find all the key details for the upcoming event. If you have any questions or concerns, please contact Travis Walsh at twalsh@interhab.org.

Trade Show/Exhibitor Schedule

Wednesday, October 21

- **7:30 – 10:30 AM** – Exhibitor Set-Up, Main Conference Center Hall
- **11:00 AM – 5:00 PM** – Trade Show Floor Open
(Keynote: 1:00–2:00 PM | Breakout Sessions: 3:00–4:00 PM)
- **2:30 PM** – \$100 Trade Show Floor Cash Giveaway
- **4:00 – 5:00 PM** – Trade Show Floor Happy Hour

Thursday, October 22

- **8:00 AM – 3:45 PM** – Trade Show Floor Open
(Keynote: 8:45–9:45 AM | Breakouts: 10:30–11:30 AM, 1:15–2:15 PM, 2:30–3:30 PM, 3:45–4:45 PM)
- **12:30 PM** – \$100 Cash Giveaway and Exhibitor Prize Drawing, Main Ballroom
- **2:15 PM** – Exhibitor Hall Snack Break
- **3:45 – 4:45 PM** – Exhibitor Break-Down

Friday, October 23 – No Exhibitor Events

Exhibitor Prize Giveaway Reminder

Exhibitors are encouraged to bring prize donations for Thursday's giveaway. Suggested items include gift baskets, gift cards, branded swag, etc. (valued between \$50–\$200). Attendees will drop tickets in buckets at your table. Tickets will be collected at **12:00 PM on Thursday**, with the drawing to follow at **12:30 PM** in the main ballroom.

Additional Information

1. What's Included in Your Vendor Package

- One booth/table, Complimentary breakfast and lunch on Thursday for all vendors

2. What's Not Included

- Keynote Sessions (except sessions tied to your sponsorship)
- Breakout sessions, executive-level events, and evening entertainment (Wednesday & Thursday)
- Friday conference events. To attend any of these, please register as a conference attendee.
*Unregistered attendance will result in an invoice at the non-member full conference rate (\$495.00).

3. Prize Giveaway Guidelines

Please do not hold individual raffles at your booth. To participate in the official prize giveaway, turn in your item(s) to InterHab staff before the Trade Show. Be sure to include your company name or business card with the item.

4. Raffle Ticket Collection

InterHab will provide each vendor with a raffle bucket. Attendees will drop their tickets into these buckets. Staff will collect them before the drawing on Thursday.

5. Electrical Access

If you require electricity and haven't requested it, email twalsh@interhab.org. Last-minute requests at check-in will be accommodated as best as possible. A \$75 fee applies.

6. Check-In Reminder

Please check in with InterHab staff upon arrival at the Manhattan Conference Center.

Vendor Shipping Information:

Drop Off

Packages will be delivered to the hotel front desk then stored in the Convention Catering Office until the event date. Please limit arrival to less than **5 business days before the scheduled event**. If boxes require special delivery, forklift etc., the sender is responsible and must notify the hotel. The Hilton Garden Inn is not responsible for lost or damaged items.

[*Guest Name*]

[*Conference Name*]

Hilton Garden Inn
410 South 3rd Street
Manhattan, KS 66502

Pick Up

-Guest is responsible for scheduling pick up and providing the shipping label.

-Please take boxes to the front desk for pick-up.

We're excited to have you with us for **POWER UP! 2026**, thank you for being a part of it!