



November 12-14, 2018

Historic Charleston DoubleTree

181 Church Street  
Charleston, SC 29401



## Exhibitor Information

**We're excited to have you join us this year in Charleston as an exhibitor**

### Exhibiting includes:

- 2 registrations (please email [jen.dabbs@serdc.org](mailto:jen.dabbs@serdc.org) your second attendee if you didn't indicate upon registration)
- One 8 x 10 space with table and two chairs (single booth) or 16 x 10 space for the double
- Logo and narrative in program
- Special Exhibitor's Reception for Networking during the Summit Tuesday evening
- Break times Tues. and Wed. in Exhibit Hall
- Email and Website recognition

- ⇒ Make sure to [book your hotel](#) room at the DoubleTree. Rooms are still available.
- ⇒ **Monday reception:** If you haven't gotten your tickets for Monday's reception, make sure to do so and not miss this great opportunity to enjoy some great food and network with attendees.
- ⇒ **Electric:** If you need electricity for your booth, PLEASE EMAIL ME ([jen.dabbs@serdc.org](mailto:jen.dabbs@serdc.org)). I can make sure you are located along the perimeter. **Power strips are \$10 per and can be ordered through [Amanda Jett](#).**
- ⇒ **Shipping:** Please ship as close to the date of arrival as possible to the above address. The hotel has limited storage. Include "SERDC Summit and C/O: Jen Dabbs or Amanda Jett" on the address label. Once shipping is confirmed please send details to [Amanda Jett](mailto:Amanda.Jett@Hilton.com) (Amanda.Jett@Hilton.com).
- ⇒ **Rentals:** The hotel can arrange to have additional exhibitor needs like TV monitor, stands, chairs, etc. for your space. Please contact [Amanda Jett](#) at the hotel as soon as possible.
- ⇒ **Arriving:** Please unload on Hayne Street and enter through a side entrance into the hotel.

### Exhibitor Schedule:

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| <ul style="list-style-type: none"> <li>• <b>Monday:</b><br/>Set-up in the First Floor Ballroom:<br/>12:00 pm — 5:00 pm</li> <li>Booth assignments will be emailed, on website and noted on space.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Tuesday:</b> Exhibit Hall opens/first morning attendee break:<br/>10:30 am—11:15 am</li> <li>Afternoon Networking Break:<br/>3:00 pm — 3:30 pm</li> <li>Exhibitor's Reception:<br/>5:30 pm — 7:30 pm</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Wednesday:</b> Morning Attendee Break: 10:45 am — 11:15 am</li> <li>Lunch in Exhibit Hall*:<br/>12:15 pm — 1:15 pm</li> <li>Exhibitor Teardown:<br/>1:30 pm— 3:00 pm</li> </ul> |
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\*tentative