Welcome!

The Exhibit Hall: This is AIR Forum's central networking location. In addition to sponsor booths, the Exhibit Hall features engagement activities which include receptions; breakfast, coffee, lunch, and dessert breaks; a variety of sessions; a networking game with prizes; and more! **The Exhibit Hall will be open during the following times.**

Tuesday, May 30 | 4:45 p.m. – 6:45 p.m.
Wednesday, May 31 | 10:00 a.m. – 5:30 p.m.
Thursday, June 1 | 8:00 a.m. – 2:30 p.m.

Setting up: You'll be able to set up/take down your booth in the Exhibit Hall during the following times.

Move-in
Monday, May 29 | 5:00 p.m. – 8:00 p.m.
Tuesday, May 30 | 7:00 a.m. – 4:00 p.m.

Move-out
Thursday, June 1 | 2:30 p.m. – 7:00 p.m.

Exhibit Hall networking game: On Wednesday, May 31, 4:45–6 p.m., attendees will explore the Exhibit Hall playing a networking game for a chance to win a $100 gift card. To qualify for an entry in the prize drawing, they will be asked to visit each booth and enter the letter they find in the corresponding space on their puzzle sheet. Attendees must turn in completed sheets to conference staff prior to the conclusion of the reception (May 31 at 6 p.m.). Signs will be provided to you just prior to the start of the reception and collected after it concludes. Prize winners will be announced during the Thursday dessert break (1:15–2:15 p.m. in the Exhibit Hall). Attendees must be present to win.

Registration desk: Located just outside Exhibit Hall C, the registration desk will be available to you each day of the conference. This is where you'll pick up your badge and other materials.

Suitcasing: Friendly reminder that "suitcasing" is prohibited. As stated in the sponsor terms and conditions, "All sponsors must confine their sales activities to their booth areas. Brochures may not be distributed in the aisles or in other parts of the building."

Download the app: The provides the most up-to-date conference information—search for specific sessions, build your schedule, access session materials, evaluate sessions, view maps, and more. You may have already received an invitation on your mobile device, or you can access the webapp. We suggest you download and get logged in *before* the conference. Keep in mind that when logging in, you should use your MyAIR account email address that was used for registration.

Lunch options: Grab-and-go options for purchase will be available in the Exhibit Hall on Wednesday, May 31, and Thursday, June 1.

Sponsor breakfast: As a *thank you,* breakfast will be provided to our sponsor representatives in the Exhibit Hall on Thursday, June 1 from 7:30–9:30 a.m.

Share on social media: During the event, upload photos and insights to social media using the hashtag #AIRForum. Let's start trending!

Emily White

Assistant Manager of Conference Services
ewhite@airweb.org

Sponsor/Exhibit Hall Schedule at a Glance*

Monday, May 29

8:00 a.m. – 5:00 p.m. GSC Exhibit Hall move-in, exhibitor freight delivered to hall
5:00 p.m. – 8:00 p.m. Exhibitor move-in

Tuesday, May 30

7:00 a.m. – 4:00 p.m. Exhibitor move-in
4:45 p.m. – 6:30 p.m. Exhibit Hall open, opening reception (snacks, beverages, cash bars)

Wednesday, May 31

10:00 a.m. – 6:00 p.m. Exhibit Hall open
12:00 p.m. – 1:30 p.m. Lunch break and networking in the Exhibit Hall (food for purchase)
11:15 a.m. – 1:50 p.m. Poster, "Ask an Expert," and demonstration sessions in the Exhibit Hall
4:45 p.m. – 6:00 p.m. Networking reception hosted by AIR Board of Directors in the Exhibit Hall

Thursday, June 1

8:00 a.m. – 2:30 p.m. Exhibit Hall open
8:45 a.m. – 9:45 a.m. Coffee break in Exhibit Hall (coffee, tea)
11:30 a.m. – 1:15 p.m. Lunch break and networking in the Exhibit Hall (food for purchase)
10:45 a.m. – 12:45 p.m. Poster, "Ask an Expert," and demo sessions in the Exhibit Hall
1:15 p.m. – 2:15 p.m. Closing, dessert break, and incentive activity prizes awarded (dessert, coffee)
2:30 p.m. – 7:00 p.m. Exhibitor/GSC move-out

Note: All times are listed in U.S. Eastern Time Zone.