



Conference Exhibitor Kit

Your guide to exhibiting at the ADRP 2022 conference

We are very excited that you are joining us at this year's Conference! Please review the following information to maximize your efficiency at this event.

Below, we've included the set-up and tear-down schedule, location details, shipping requirements, and parking information.

Sponsor/Exhibitor Schedule

Day	Time	To-Do
Tuesday, September 20	3:00 PM – 7:00 PM	Move-In
Wednesday, September 21	6:00 AM – 7:30 PM	Move-In
Wednesday, September 21	7:30 AM – 7:15 PM	Exhibits Open
Thursday, September 22	8:00 AM – 3:30 PM	Exhibits Open
Thursday, September 22	4:00 PM – 7:00 PM	Move-Out

See Full Schedule [here](#)

Where to Set Up

Ballroom ABC

Please see map of [Venue](#) and [Exhibit Space](#) (Includes Booth Numbers)

Booth Logistics

All table tops Exhibits will include

- Dressed and skirted 6' table
- Two chairs
- Wi-Fi internet access throughout the meeting space
- Name badges for representatives
- Breakfast, lunch, breaks, and receptions are included for all registered representatives
- Representatives are welcome to sit in on conference sessions as space allows

Booth Ad On: If you would like to upgrade your booth with electivity or AV equipment, please see the [Booth order form](#).

Sending Materials

Shipping and Storage of Materials

Please refer to the [Drayage Services Kit](#) for all shipping and handling resources.

Parking

Primary parking is available at the Convention Center garage (Martin Luther King Blvd & Broadway), with overflow parking available at the Civic Plaza garage (Marquette & 3rd St.). Event parking in these garages is \$10.00 – \$20.00 per vehicle, without in/out privileges.*

*Additionally, there are numerous other public parking garages and parking lots available throughout downtown close to the Center. Parking fees vary. Please refer to the posted parking fees at each garage or lot.

[Downtown Parking Map](#)

Attendee List

All exhibitors will get a pre- and post-attendee list excluding opt outs. Pre-list will come two weeks before the event.

Please email any questions to office@adrp.net