

## **Exhibit Hall Coordinator**

### ***(General Requirements)***

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

### ***(Committee Specific Requirements)***

- Create or modify Exhibitor application letter and send to Board for approval
- Send email invite to all approved Exhibitors as reviewed by the Board Rep
- Request info from any new Exhibitors requesting participation approval
- Determine requirements for Exhibitors and communicate to Facilities Coordinator
- Send list of all Exhibitors (names with hyper-link) to Webmaster for posting by March 1st
- Send list of all Exhibitors and info (addresses, phone, website, etc.) to Publications for printing in program by March 1st.
- Send Exhibitor locations in Exhibit Hall to Publications by March 1st
- Work with Convention and Facilities Coordinators on location of Exhibit Hall space
- Work with Facilities Coordinator on placement of tables
- Determine number of tables required and provide list to Facilities Coordinator
- Draw map of Exhibitor hall with location of Exhibitors and table arrangements
- Provide printed map of Exhibitor hall to Convention Coordinators, Facilities Coordinator and Runner Supervisors
- Collect all money from completed Exhibitor registration forms and send/deposit money in bank (work closely with Treasurer to determine appropriate action)
- Collect prospective Exhibitor workshop requests and provide to Workshop coordinator
- Provide list of names for Exhibitors to Registration Committee for printing
- Work with Skirting Coordinator, Facility, and Convention Coordinator for skirting, pipe and drape
- Obtain name badges from Registration and prepare Exhibitor packets with appropriate information
- Provide Exhibitor orientation onsite before Exhibit hall is open

- Staff onsite table in Exhibitor hall to address any Exhibitor concerns/issues that arise
- Work with Convention, Security, Runner, and Facilities Coordinators to determine set up and tear down strategy for Exhibitors
- Solicit feedback from Exhibitors on convention
- Provide feedback to board on possible Exhibitors that should not be invited back
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-convention sends any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.