

# **EXHIBITOR INSTRUCTIONS**

Thank you for supporting AWRA as a Spring Conference Exhibitor. We look forward to your continued participation and involvement with AWRA!

## **CONFERENCE DATES & LOCATION**

#### April 8-10, 2024

Bryant Conference Center at the University of Alabama
240 Paul W Bryant Drive | Tuscaloosa, AL 35401 **NOTE:** A limited room block is reserved at the Embassy Suites Tuscaloosa-Downtown hotel for a reduced rate until **March 16, 2024**. Please book your accommodations directly with the hotel as availability cannot be guaranteed.

### **SHIPPING DETAILS**

#### **Arrival Instructions**

Ship exhibit materials to arrive no earlier than April 5, 2024. Please label box/es as follows: Bryant Conference Center ATTN: Matthew Stroud – 2024 AWRA Conference 240 Paul W. Bryant Drive Tuscaloosa, AL, 35401 Hold for \_\_\_\_\_ [Insert your on-site contact's name] Box(es) \_\_\_\_\_ of \_\_\_\_\_ [multiple boxes MUST be numbered]

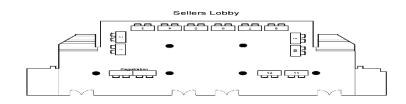
#### **Return Instructions**

Bring your pre-paid return shipping label(s) with you. UPS and FedEx services do not have regular pickups at this hotel. **You must schedule your pickup.** Pack all materials and attach your pre-paid return shipping label(s). Leave your boxes at the table (event staff will put in event room for pick up only) or leave them in the event room. **Packages need to be picked up by the end of the day on April 10, 2024.** 

## **EXHIBITS LOCATION & SCHEDULE**

#### **Sellers Lobby**

Exhibit space includes a 6' table and two chairs. All exhibit locations have access to an outlet within 10 feet. Please bring extra extension cords. If you require power or AV needs in addition to an outlet, contact Dresden Farrand, <u>dresden@awra.org</u> and she will put you in touch with the hotel provider.



Set Up:	SUNDAY, APRIL 7 from 2:00 PM – 5:00 PM
Show Hours:	MONDAY, APRIL 8 from 8:00 AM – 3:30 PM & 5:00 PM – 6:30 PM
	TUESDAY, APRIL 9 from 8:00 AM – 3:30 PM
	WEDNESDAY, APRIL 10 from 8:00 AM – 1:30 PM
Breakdown:	WEDNESDAY, APRIL 10 at 1:30 PM

Questions? Contact: Dresden Farrand at dresden@awra.org