



GMHC Exhibitor Frequently Asked Questions

Many of the questions below are answered in detail in the [Exhibitor Policy Guide](#). We encourage you to please read through this guide as you prepare to exhibit at this year's conference.

1. How big is one booth space?

- All booths are 8' deep x 10' wide.
- All booths receive one 8'(l) x 24"(w) x 30"(ht) table.
- Additional 8' tables are available for an additional cost.

2. I registered for a booth space. Does that price include my ticket to the conference?

- No. Your booth registration **does not** include any conference tickets. Each exhibiting organization can register up to two attendees at the exhibitor registration rate.

3. When can we start setting up our booth space for the conference?

- Exhibitors can check-in and begin setting up on Wednesday, at noon (EST).
- Exhibitors must complete their booth set-up no later than 11 am on Thursday of the conference.
- Due to set-up of the actual exhibit hall, we cannot allow any exhibitor to begin setting up before noon on Wednesday.

4. When is the exhibit hall open? Does someone need to be at our booth space during operating hours?

- Exhibit halls hours are listed on our main conference schedule. However, all exhibit halls are closed during main plenary sessions.
- Each organization will need to have at least one exhibitor representative at their booth space during operating hours.

5. We need to print materials to distribute in our booth space. Does GMHC have any printers available for exhibitor use?

- No, we do not have any printers or computers available for use during the conference. We encourage you to bring all printed materials with you. There are some local UPS and FedEx stores nearby should you need to print material once in Louisville.

6. After the conference is over, will GMHC help me ship my items back?

- It is each exhibiting organizations responsibility to ensure their shipments are picked up by UPS, FedEx, or USPS. All shipments need to be picked up by 2:00 p.m. on Saturday at the conclusion of the conference.