

We're honored to have you participating in TABS Annual Conference! November 4–6 • JW Marriott Washington, DC

Your support makes this event possible, and acknowledges the paramount role companies like yours play in our community of schools.

The ways you collaborate with TABS members enhances and improves our industry in tangible and meaningful ways. Thank you.

Looking ahead to this year's event, there are details you should be aware of, which are contained in this document. If you have other specific questions not addressed here, please do not hesitate to ask.

I look forward to seeing you in Washington, DC!

Gary Baker, Senior Director of Sponsor Relations
TABS

TABLE/BOOTH ASSIGNMENTS

Table numbers selected during your company registration and will be assigned based on preference and availability. You can view the Exhibit Hall Map [here](#). If for some reason you have not been assigned a table and feel it was a mistake, please email me directly (baker@TABS.org) at your earliest convenience.

DISPLAY PARAMETERS

Important: Only displays that meet the guidelines below will be permitted in the exhibit hall. 8x8 and 10x10 backdrops are only permissible with the purchase of an accompanying All-Star sponsorship, or by upgrading to a larger table location on the outer aisles of the exhibit hall.

EXHIBITOR, EXHIBITOR PLUS, & VARSITY TEAM SPONSORS

You will be accorded one 6' x 30" table (36" tall). Chairs will be available if desired. Tabletop display height can be no higher than 5' (60") from the top of the table. TABS will allow **ONE** standard retractable roll-up banner stand **no wider than 36"** to be displayed on the floor behind your table or on **ONE** side of your assigned table. The banner or items on your table must not block the line of sight of your neighbor. No items other than the retractable banner stands can be placed on the floor around the table. **All other materials MUST FIT ON THE TOP OF THE TABLE.**

ALL-STAR SPONSORS

You will be accorded a larger space along the outer aisles with width dimensions of 10', with a maximum backwall height of 8', and maximum side wall height of 4'. Each booth will include one table 6' x 30" (36" tall) with chairs available if desired. Additional furniture may be reserved from Encore.

A limited number of these premium spaces that CAN accommodate a large display are available in the Exhibit Hall, and may be purchased on a first-come, first-served basis.

ATTENDEE REGISTRATION

Each level of engagement includes a predetermined number of registrations to the Conference. **Registering attending representatives is a separate and distinct process from registering your company.** It is imperative we have the names and contact information for your attending reps to ensure accuracy of badges, accommodate any food allergies, and ensure a smooth check-in process. If you have not already done so, please have your attending representatives registered at your/their earliest convenience. Non-registered representatives will not be permitted in the exhibit mall.

To register your representatives, visit [TABs Community Portal](#). Note that the system will recognize your sponsorship level and waive fees associated with your allotted number of tickets.

HOTEL INFORMATION

Information about the Conference Hotel can be found [here](#). We have contracted a special Conference rate, which is being held for attendees of our event until **October 12**. After this date it is possible the special rate will still be honored, but not guaranteed.

SHIPPING AND AUDIO/VISUAL NEEDS

Please refer to the attachments for information on Shipping & Handling, Electrical, Internet and any AV needs.

SCHEDULE

Please take note of the schedule below and refer to our [website](#) (TABsconference.org), for the full conference schedule and general information. Note that exhibitors and sponsors are welcomed and encouraged stay for the duration of the conference through Friday.

Exhibitor Set-up	Tuesday	4:00 pm – 6:00 pm
	Wednesday	7:00 am – 12:00 pm
Exhibit Hall Open	Wednesday	7:30 am – 6:30 pm
Kickoff Reception in Exhibit Hall	Wednesday	5:00 pm – 6:30 pm
Exhibit Hall Open	Thursday	7:00 am – 6:30 pm
Reception & Sponsor Sweep*	Thursday	4:45 pm – 6:30 pm
Exhibit Hall Breakdown	Thursday	7:00 pm – 9:00 pm
	Friday	7:00 am – 10:00 am

***In the Exhibit Hall**

ATTENDEE MAILING LIST

We will be sending two attendee mailing lists (no email addresses). You can expect to receive the first mailing list approximately two weeks prior to the conference, and the second list approximately two weeks after the conference.

TABS SPONSOR SWEEP! (Exhibit Hall Giveaway)

Each TABS Champion will be participating in TABS Sponsor Sweep as part of their sponsorship package, will have their logo prominently displayed on the play card. Each participating attendee must visit each company to successfully complete their card and be eligible for the drawing.

On average, we have between 200 and 300 participants. Please plan to staff your table or booth accordingly.

Thank you, again, for your support of The Association of Boarding Schools and the members we serve!

Gary Baker | baker@TABS.org