

Exhibitor Set-Up

Note: Absolutely No Early Set-Up or Set-Up or Tear-Down during Exhibit Hours

Exhibitor Registration and Set Up:

Monday, November 11	Set-up	3:00 PM - 5:00 PM
Tuesday, November 12	Set-up	6:30 AM - 7:00 AM

Exhibit Hours:

Tuesday	Exhibit Area	7:30 AM - 6:30 PM * Opening Reception 5:30-6:30 PM
Wednesday	Exhibit Area	7:30 AM - 2:30 PM

Please note the Exhibit Area will be closed daily during lunch. All exhibitors are invited to the lunch, and to attend any conference sessions. The Opening Reception will be in the Exhibit Hall.

Move Out:

Wednesday, November 13	Move Out	After 2:30 PM, Out by 5:00 PM
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API rules require that **all exhibitors must keep their display up** until 2:30 PM on Wednesday, November 13th. Your cooperation is greatly appreciated.

Helpful Information:

Marriott Onsite AV: 281-681-5732

Exhibitor Regulations: In adherence to the good neighbor policy, please note the following rules and regulations:

- Attendees and Sponsoring/Exhibiting companies are prohibited from conducting ancillary activities or events during conference hours, including the receptions.
- All booth activities must take place within the confines of the assigned booth space.
- Booth activities deemed too disruptive may be discontinued at Show Management's discretion.
- All promotional activities and distribution of literature must take place within the confines of the assigned booth. Distribution outside of the confines of the booth, including all API and Westin Houston Memorial City public areas is strictly prohibited.
- If a booth noise level is particularly disturbing or disruptive, Show Management will direct that the noise be turned down.
- All speakers must face inward and not out towards the aisles or neighboring Exhibits. Exhibitors found in non-compliance, will be required to modify the direction of the speakers to a more suitable position.
- No element can impede the aisles; All demonstrations must take place within the confines of the assigned booth space.
- A maximum height of eight feet is allowed only in the rear half of the booth space, with a four foot height restriction on all materials (product or equipment) in the front half of the booth.
- All booths should be designed in such a way so as to eliminate line of sight obstructions from one exhibit to the next.
- Delivery or removal of any portion of an exhibit will not be permitted during exhibit hours.

Conference App FAQ (Not to be confused with the Cvent LeadCapture devices):

Is the API conference app a conventional badge scanner? *No.*

Is the API conference app a lead retrieval device? *No.*

Can the app scan a badge and add the attendees contact info (name/phone) to the phones contacts? *Yes.*

Can the conference app export this information? *No.*

Is the conference app free? *Yes.*

Are lead retrieval devices available for rent? *Yes. See Michael Dotson, Cvent rep, at the Registration Desk to additional information.*

Thank you,

