



## FAST TRACK 2020: GENERAL INFORMATION FOR SPONSORS & EXHIBITORS

### **Important Dates & Times:**

February 7:      Deadline to Register for Exhibitor Booth Space

February 11:      Exhibitor Orientation at the West Piedmont Business Development Center  
                          22 E. Church Street—Uptown Martinsville: 10:00 a.m.

March 2:      Booth Set Up: 8:00 a.m. to 6:00 p.m.

March 3:      VIP Business Night: 4:00 p.m. to 8:00 p.m.  
                          (Cocktails/Reception by invitation only)

March 4:      Trade Show: 4:00 p.m. to 7:00 p.m. Open to the Public

March 5:      Booth Take Down: 8:00 a.m. to 5:00 p.m.

**Exhibitors' Manual:** Please read carefully the Exhibitors' Manual for important logistical details about this year's Trade Show. The Exhibitors' Manual will be included in your Exhibitor packet, which you will pick up at the Exhibitor Orientation. VIP tickets (10/booth) will be included as well. (*Sponsors will get 22 VIP tickets.*)

**Name Badges:** Each name badge will have a space for a person's name, followed by the name of your company or organization. All exhibitors must be wearing their badges to get **FREE** admission to the show. Each exhibitor will get four name badges. (*Sponsors will get eight.*)

**Exhibitors Snack Lounge:** The Chamber is hosting an Exhibitor Snack Lounge during the Trade Show on Wednesday. Snacks and beverages will be provided at no expense to the exhibitors. Exhibitors will be informed of the lounge location the day of the show. All exhibitors must be wearing their name badges to be admitted.

**Security:** No one will be allowed on the premises between 9:00 p.m. and 7:00 a.m. during the week of the show. You are responsible for your personal belongings during the time of the show.

**Admission:** VIP Night by invitation only. Open to the Public Night is either \$2.00 or two nonperishable food items. Children 6 and under are free.