

GFA FALL MEETING - SUPPLIER EXPO

Exhibitor Guidelines

September 25, 2019

Table Top Fee: \$200 per table*

**This fee does not include the meeting registration fee.*

1. Exhibits must be set up on 6' tables provided by the GFA.
2. Exhibitors may select their own table on the day of the Expo. This will be on a first-come, first-served basis.
3. Set-up will be on Wednesday from 11:00am to 1:00pm. Tear-down will begin at 4:00pm.
4. All table top items are to be supplied by the Exhibitor and must fit on the top of the table.
5. Display items must be no higher than four feet from the top of the table; when placed on the table, the top of the display must be no higher than six and a half feet from the ground.
6. No electrical devices, with the exception of laptops, are permitted. Electricity will not be available.
7. Table top exhibit material should be shipped to arrive no more than 3 days prior to the meeting and should be addressed to:

Lansdowne Resort and Spa
Hold for Guest (GUEST NAME) (GUEST CELL NUMBER)
44050 Woodridge Pkwy
Leesburg, VA 20176
Gasket Fabricators Association (GFA)
Box ___ of ___

8. All table top personnel must register for the meeting.
9. A hotel representative will be present at the end of the Expo to assist with shipping your packages back to your company.