Exhibitor Rules & Guidelines – FMMA 2021 Conference

Location Details
The 2021 Annual Conference will be held at the Hilton Dallas/Plano Granite Park, 5805 Granite Parkway, Plano, TX 75024
Map, Parking, and Transportation

Conference Sponsor & Exhibitor Details
Sponsor and Exhibitors must be members of the FMMA. No exhibiting space or sponsorships are available to non-members. Space is limited and available on a first come, first served basis, with preference being given to full FMMA sponsors. Space is not guaranteed until funds are received.

Exhibiting Booths

- 25 8' x 6' Furnished Booths
  - 8' high back drape
  - 3' high side dividers
  - 1- 6' draped table
  - 1- wastebasket
  - 2 – chairs
  - 1 7" x 44" ID Sign
- Exhibiting Map

Exhibiting Schedule
Set-Up -Thursday, August 5
10:00 a.m. – 3:00 p.m.

Cocktail Reception - Thursday, August 5
6:15 p.m. – 7:45 p.m.

Breaks with Exhibitors -Friday, August 6
Various times

Cocktail Reception - Friday, August 6
6:00 p.m. – 7:30 p.m.

Break with Exhibitors - Saturday, August 7
10:30 a.m. – 10:45 a.m.

Tear Down -Saturday, August 7
12:30 p.m. – 2:00 p.m.

Shipping & Receiving Details
The Hilton will accept boxes/packages for arrival a maximum of 48 hours prior to group arrival and must be marked with responsible party's name, group name. All deliveries must be coordinated with hotel personnel prior to function date. The processing fee includes the storage of packages up to two (2) calendar days before your event. Hotel will not be responsible for any damages or loss to any packages or boxes. Hotel will assist in the return of packages but will not assume any responsibility of shipping costs or delivery, and items must be packaged and labeled by group for return. If the Hotel's pallet jack will be required for unloading/loading additional labor fees will apply.

	Receiving Fee	Storage fee > 48 hours
1- 49 lbs.	$5.00 each	$20 per day
50 + lbs.	$50.00 each	$40 per day
Per Pallets/Skid	$125.00 each	$100 per day
Per Crate	$125.00 each	$150 per day

Exhibiting and Sponsor Rules & Regulations
The FMMA reserves the absolute right to decline or prohibit any exhibit, exhibitor, or proposed exhibitor for any reason. Sponsors and Exhibitors must be members of the FMMA. No exhibiting space or sponsorships are available to non-members.

An exhibitor may cancel or withdraw from exhibiting if notice is given in writing within 90 days prior to the event for a 50% refund of exhibiting space payments. If less than 90 days notice is given, no refunds will be issued.

Individual exhibiting spaces (booths) consist of draped table, back draperies, side draperies if space permits, and identification sign. Exhibitors are responsible for any expense incurred from the venue for their booth space, including electricity. Displays will not extend beyond allotted booth space, obstruct exits or entrances, or inhibit movement of attendees. No permanent or removable modifications are to be made to any part or parcel of the venue space, including walls, carpeting, draperies, lighting, etc.

The FMMA is not responsible for lost or stolen items that may be left inside the exhibiting spaces.