On-Site Exhibitor Information

Sunday, August 7th from 11:00 am - 6:00 pm Exhibitor check in will be in the Austin 2 room (2nd floor of Sheraton Hotel.)

Monday, August 8th at 7:00 am, exhibitor check in moves to the Special Registration desk located at the sky bridge connecting the hotel to the conference center.

Exhibiting and sponsoring are two separate paths to supporting the Crimes Against Children Conference. Please see below to determine where you should check in:

- Registered as an Exhibitor ➔ Check in at Exhibitor Registration

- Registered as an Exhibitor with an upgraded exhibitor badge to attend sessions ➔ Check in at Exhibitor Registration

- Registered and included in a Paid Sponsor Package ➔ Check in at Sponsor Registration

- Registered and listed as a speaker on a session submitted and confirmed through the initial submission proposal process with the conference coordinator, Bill Walsh. (This does not include persons listed as speakers on exhibitor workshops only.) ➔ Check in at Speaker Registration

On-Site Help Desk

Freeman is the onsite event management company. Freeman is responsible for setting up exhibit booths and provides services such as shipping & receiving, additional furnishings for your booth space, and more. Contact information can be found in the exhibitor task, *"Exhibitor Services On-Site and Beyond."* Freeman will have a Help Desk for exhibitors in the first-floor exhibit hall during the conference. The Help Desk will be located near booth number 54.

See task, *"Exhibitor Services On-Site and Beyond"* for more information on Freeman and the services offered by the hotel business center.

Electricity & Internet Service
Power and Internet service are available for an additional charge. Order forms can be downloaded from the *"Order Forms for Electricity and Internet"* task. Exhibitors who desire these services must order them directly from the supplying vendor. Save on these services by ordering in advance.

Exhibitor Workshops | Optional Upgrade

Exhibitor workshop sessions are offered as an exhibitor upgrade. Exhibitor workshops are a specialized set of presentations that allow commercial companies/organizations the opportunity to promote products and services in a classroom setting during the conference. These sessions will be advertised, along with all other conference sessions, in the general conference schedule. These sessions are advertised as exhibitor workshops and are not eligible for CEU credit.

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The conference will provide gift card prizes in random drawings to those who attend these sessions if attendees complete an evaluation for the session. The drawings will be made from the completed session evaluations for each exhibitor workshop.

Presenters of exhibitor workshops are designated as exhibitors and will have access to the exhibit hall only, except during the presentation of their exhibitor workshop, unless additional upgrades have been added to upgrade badge access. These upgrades may include:

- Benefits offered to invited and confirmed presenters through the initial proposal submission process.
- Benefits included in paid conference sponsor packages that have been purchased.
- Benefits included when purchasing an upgraded exhibitor badge to attend workshop sessions.

All exhibitor workshop presenters must be registered with the conference and be assigned a conference badge within your account in the exhibitor management system. All exhibitor badge purchases, and assignments are made using the appropriate exhibitor task in your exhibitor management system account. Badge types include, but are not limited to:

- Exhibit hall only passes included with your booth space.
- Additional exhibit hall only badges purchased.
- Upgraded exhibitor badges purchased.
- Sponsor badge if your organization is exhibiting and has also purchased a sponsor package that includes an adequate number of conference badges to cover all persons in attendance.
- Additional badges must be purchased for any person attending the conference if the total number of people exceeds your current badge allotment.

Please review the exhibitor workshop session(s) you are scheduled to present, including the date, time, and classroom location of each session. If the date, time, and classroom are not currently shown on the schedule, this information will display as soon as we have entered the data into our system - the target date for completing the schedule is the end of May. This information will also be available on the conference app when it launches much closer to the start date of the conference.

The conference does not provide laptops or remotes for exhibitor workshops. The classroom and a projector will be provided.

You will be provided a unique verification code for each 75-minute block of instruction you are presenting. Attendees will need this code to unlock the session evaluation for your workshop.

Attendees will be entered into a random drawing when attending an exhibitor workshop and completing a session evaluation. Winners will be selected by random drawing by conference staff from completed session evaluations of exhibitor workshops.