**Convenience Distribution Marketplace 2017: Exhibitor Quick Facts and General Information**

* **Your Marketplace Booth Includes:**
* 8’ high MIS Hard back wall and 3’ high side MIS Hard dividers
* Branded booth header graphic
* Basic Wifi
* (1) 5-amp electric outlet
* Choice of furnishing package ***no substitutions***
* Please see the attached booth diagram for detailed dimensions of the booth being built for you.
* **Submitting Your Artwork for Top Booth Panel Grphics**
	+ The top panel of your 10 x 10 or 10 x 20 booth is reserved for your organization’s graphics. It can be a full panel of artwork or simply your logo.
* Artwork Formats: eps, ai or vector print-ready files only
	+ Graphics Size 10 x 10 Booths: 116 ¾” x 11 7/8”
	+ Graphics Size 10 x 20 Booths: two sections at 116 ¾” x 11 7/8”
* Marketplace 2017 has established WuFoo site to upload your top panel graphics. Please go to below site, follow instructions, and upload your artwork or logo:
	+ <https://conferencelogistics.wufoo.com/forms/z14g3o513f55q7/>
	+ Please contact Marie Fredlake at Marie.fredlake@conferencedirect.com or 202- 631-1057 with any issues or questions uploading your artwork or logos
* **WIFI & Electricity**
	+ Basic wireless internet is provided for all exhibitors. Basic wireless is suitable for web surfing, email and basic searches. If your needs include large amounts of streaming content you should purchase separately.
	+ (1) 5 amp electric outlet is provided per booth.
* **Booth Furnishings**
	+ You have a choice of three booth furnishing packages for 10 x 10 space and four for 10 x 20 spaces. You can select your booth packages online at the Freeman-Convenience Distribution Marketplace 2017 site.
	+ Go to: <http://www.freemanco.com/store/show/landing.jsp?nav=02&review=true&showID=403244>
		- Log in or create a Freeman account and begin that process
* **Food & Beverage**
	+ All day beverages and lunch are served on the Marketplace floor Wednesday, February 15. The CDA Lounge will offer full coffee bar in the AM hours and a full bar in the PM hours of the show. The CDA Café will offer a buffet lunch for all attendees and exhibitors from 11:30 AM – 1:00 PM during the show. All are provided at no charge to all registered attendees and exhibitors.
* **Food & Beverage Sampling**
	+ Marketplace exhibitors are encouraged to sample product on the show floor. Product samples of food and beverage must meet the following guidelines:
		- Complete and return the Hold Harmless and Food Sampling Request Forms
		- Portion size cannot exceed 6 ounces
		- Any use of utensils, plates, cups, ect. must be disposable
		- Additional food and beverage (including ice) must be purchased through the Hilton please reference F&B form
		- For items that need to be refrigerated or frozen please ship directly to the hotel below:

			* The UPS Store at Hilton Orlando
			Guest Name and Arrival Date
			CDA-Marketplace (Refrigerated Items/Frozen Items)
			6001 Destination Parkway
			Orlando FL, 32819

**IMPORTANT DATES / CONTACTS**

**General Inquiries**

Marie Fredlake

Marie.fredlake@conferencedirect.com

202 631 1057

* December 2, 2016
	+ Booth Fees due to CDA
* January 12, 2017
	+ Discounted CDA Marketplace Hotel Reservation Deadline
* January 16 – February 7, 2017
	+ Shipping accepted at Freeman warehouse at discounted rate
* January 20, 2017
	+ Internet and Electric Due
* January 24, 2017
	+ Booth Furnishing Package Due
	+ Header Print-Ready Graphics Due
	+ Carpet orders, if applicable, Due
* February 14, 2017
	+ Onsite shipping accepted