

## **Exhibitor FAQ for the 2026 National Conference**

### **What are the table assignments?**

Tables will be located along the walls of the main ballroom where all activities take place

### **What time is booth setup?**

Monday 6/22 from 1:00 PM to 5:00 PM

### **What time is booth teardown?**

Wednesday 6/24 5:00 PM to 7:00 PM

### **What are the booth hours?**

Monday 5:00PM to 8:00PM, Tuesday and Wednesday 8:00 AM to 5:00 PM

### **What is provided at the venue?**

All spaces have a 6' table, wireless Internet, and power. Meals also included

### **What should I bring for my booth setup?**

A table cover with logo, handouts, giveaways, and the ability to discuss your offering

### **Should I bring my pop-up booth?**

Space is limited so a table-top set-up is suggested. Pop-up banners must fit in a 6' wide space.

### **What vendor activities are planned (see <https://usdla.org/2026-schedule/>) for times**

- Monday evening welcome reception
- Tuesday morning partner introductions
- Tuesday noon awards luncheon and attendee partner visits
- Tuesday afternoon snack break
- Tuesday evening “night on the town” dinners with attendees
- Wednesday morning raffle and giveaway
- Wednesday afternoon snack break
- Wednesday evening ballgame (tickets extra cost)

### **Will I get a list of all attendees?**

Yes, a pre-conference (1 week prior) and a post-conference list will be provided

### **What other benefits are part of my sponsorship?**

Please visit <https://usdla.org/membership/usdla-sponsorships/> for levels/benefits

**Who is my main partnership contact for the conference?**

For all inquiries: [sponsorship@usdla.org](mailto:sponsorship@usdla.org) to contact Pat Cassella

**How many pieces of collateral should I provide to be included in the attendee's bags?**

We are expecting 250 attendees on-site.

**Where should I ship everything I need for my table including attendee bag material?**

Ship to Marriott Cleveland Downtown at Key Tower, 1360 West Mall Drive, Cleveland, OH 44114  
(Attention USDLA/Vendor Name)

**When can I ship my show material, monitor, equipment, collateral, giveaways, etc.?**

Please ship to arrive after Monday June 15th as there is an additional storage charge if received earlier

**Are there any shipping/handling costs imposed by the resort?**

Yes, there will be handling fees imposed by the in-house shipping company for receiving and shipping

**How do I ship any materials back to my office once the conference ends?**

The in-house shipping company will assist with return shipping

**What does the exhibit hall look like?**

The exhibit hall is approximately 160' by 70' with the booths positioned in 10×10 blocks around the perimeter. All non-concurrent session activities will be held in this room including keynotes, giveaways and meals.

