

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 9:00 AM to 4:00 PM

What time is booth teardown?

Wednesday 6/24 after 4:00 PM

What are the booth hours?

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 [website](#) for specific times)

- Monday evening welcome reception 6:00 to 8:00 PM
- Tuesday morning TEDX style partner introductions
- Tuesday afternoon demo event
- Tuesday evening Rock n Roll HOF (tickets extra cost)
- Wednesday morning announcements
- Wednesday afternoon demos

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/become-a-sponsor/> for levels/benefits

Who is my main partnership contact for the conference?

For all inquiries: 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 200 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 10x10 blocks around the perimeter. All non-concurrent session activities will be held in this room including keynotes, giveaways and meals.

