

## GLIIFCA 31: September 16-18, 2022

Exhibitors:

Please pick up your name badge at the GLIIFCA registration table on Friday. Your meeting registration entitles you to all "meals", and beverage tickets (used for beer and wine) are included with your name badge.

This year, the **exhibit space** will be in **Grand Ballroom: Salons 1-5**. Skirted tables and chairs will be provided. If you require extension cords or surge protectors, please bring them with you as the hotel will charge for providing this equipment. **Grand Ballroom: Salons 1-5 will be available for set up Friday, September 16 at 12pm.** Tables will be assigned for those exhibitors requesting 20amp service. The remainder of the table locations will be available on a first-come, first-served basis. We encourage you to keep displays up until after the break Sunday morning Sept. 18 (approx. 11:45am); however, we understand that some exhibitors may need to breakdown earlier. **Please have your space breakdown completed by 3pm Sunday, September 18.**

The convention center will start accepting packages **7 days** prior to the meeting start day (September 16). When shipping your materials, please be sure to address your packages with the information below:

**Indianapolis Marriott East**  
**Attn: GLIIFCA / \*Name of exhibitor or company\***  
**Box 1 of ?**  
**7202 E. 21<sup>st</sup> Street**  
**Indianapolis, IN 46219**

**The hotel has space for storing packages and crates.** The hotel has (2) garage doors for large containers/crates that are level to the ground.

**Return Shipments need to be completely packaged and ready for pick up with a valid pre-paid shipping label attached to the box or container. Please let Courtney Hernandez or Rock Harrington (contact information below) know you have an outgoing package, so Mr. Harrington can pick it up and coordinate with FedEx, UPS, etc. for shipping.**

You may direct any questions regarding shipping and storage to:

**Courtney Hernandez**  
**Director of Catering & Conventions**  
**(317)322-3716 ext. 1106**  
[chernandez@indymarriotteast.com](mailto:chernandez@indymarriotteast.com)  
**Marriott Indianapolis East**

**Rock Harrington**  
**Head of Security**  
[rharrington@indymarriotteast.com](mailto:rharrington@indymarriotteast.com)  
**Marriott Indianapolis East**

**This is an approximate timeline for breaks and receptions. It is highly recommended that your table be staffed during these times. The meeting program will contain the exact times and locations:**

Opening Reception Friday Evening	6pm – 9pm
Continental Breakfast Saturday Morning	7am – 8am
1 <sup>st</sup> Coffee Break Saturday	10:30am – 11:00am
Luncheon Roundtables Saturday Afternoon	12:30pm – 1:40pm
2 <sup>nd</sup> Coffee Break Saturday	2:45pm – 3:15pm
Wine & Cheese Reception Saturday Evening	5:30pm – 7:30pm
Sunday Continental Breakfast	8am – 9am
Sunday Coffee Break	11:15am – 11:45am