



Dear Exhibitors:

Welcome to the 32nd Annual Meeting of the Great Lakes International Imaging & Flow Cytometry Association!

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 **Ballroom ABCDE**. 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. **Ballroom ABCDE will be available for set up Friday, September 8th at 12pm.** Tables will be assigned for those exhibitors requesting 20amp service and/or requiring reinforced tables for instrumentation. 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 on Sunday morning Sept. 10 (approx. 11:45am); however, we understand that some exhibitors may need to break down earlier. **Please have your space breakdown completed by 2:30pm Sunday, September 10th.**

The convention center will start accepting packages **3 days** prior to the September 8th start day. When shipping your materials, please be sure to address your packages with the information below.

Please use following address and to ship all packages, and include the “hold for” information on each package:

**Madison Marriott West
1313 John Q. Hammons Drive
Middleton, WI 53562**

**Hold For:
GLIIFCA 9/8/23
(EXHIBITOR/COMPANY NAME)
BOX 1 OF 4 (BOX 2 OF 4, ETC.)**

The hotel has space for storing packages and crates. The hotel does NOT have a loading dock.

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.

See the Shipping & Receiving Policies document for additional information.

You may direct any questions regarding shipping and storage to:

Jason Hiestand

608-831-2000 ex 1061

jason.hiestand@atriumhospitality.com

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

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| Opening Reception Friday Evening | 6pm – 9pm |
| Continental Breakfast Saturday Morning | 7am – 8am |
| 1 st Coffee Break Saturday | 10:15am – 10:45am |
| Luncheon Roundtables Saturday Afternoon | 12:15pm – 1:20pm |
| 2 nd Coffee Break Saturday | 2:30pm – 3:00pm |
| Wine & Cheese Reception Saturday Evening | 5:30pm – 6:30pm |
| Sunday Continental Breakfast | 8am – 9am |
| Sunday Coffee Break | 11:15am – 11:45am |