

# AHTA CONFERENCE EXHIBITOR FAQs

Everything you need to prepare for  
a smooth and successful experience



## 1. EXHIBIT HALL SCHEDULE

### Set-Up

Thursday, October 15  
12:00 PM – 5:00 PM

### Exhibit Hall Hours

Friday, October 16  
8:00 AM – 4:00 PM  
Saturday, October 17  
8:00 AM – 3:00 PM



## 2. BOOTH INFORMATION

Each exhibitor will receive:

- 10 ft x 10 ft booth space
- One 6 ft table (with tablecloth)
- Two chairs

Booths are designed to comfortably  
accommodate 1–2 staff members and  
standard display materials.



## 3. SIGNAGE GUIDELINES

- Recommended: Retractable banner (33" x 80")
- Maximum height: 8 ft
- Please keep all materials within your booth space (10 ft width)



### Outdoor (Saturday):

- Use stable or weighted signage
- Keep displays easy to transport



## 4. EXHIBITOR PRESENCE

- Exhibitor tables should be staffed during all exhibit hall hours
- Coverage is needed during:
  - Meals
  - Breaks
  - Exhibit hall hours



We encourage you to bring a colleague  
so you can enjoy sessions while ensuring  
your table is staffed at all times.



## 5. SHIPPING INFORMATION

- Detailed shipping and receiving instructions will be shared **60 days prior to the event.**
- Please do not ship materials until instructions are provided.



## 6. GOLDEN GATE PARK (SATURDAY)

- Exhibitors are welcome to participate at the offsite location.
- You are responsible for transporting your own materials to and from the site.



## 7. ELECTRICITY & WIFI

- Electricity is not included by default. Request power in advance if needed.
- WiFi will be available, though connection strength may vary.



## 8. WHAT TO BRING

- Retractable banner or signage
- Printed materials (brochures, flyers)
- Table display items or branded tablecloth
- Business cards or giveaways
- Laptop/tablet (if needed)



## ADDITIONAL NOTES

- Please plan to complete setup during the designated Thursday window.
- Breakdown instructions will be shared closer to the event.
- Our goal is to create a professional, engaging, and well-supported exhibit environment for all participants.

*Thank you for  
partnering with AHTA  
to cultivate wellness  
through plants!*



**QUESTIONS?**  
We're here to help!

✉ info@ahta.org  
🌐 www.ahta.org