

2019 EXHIBITOR TABLETOP ASSIGNMENT PROCESS

Dear PBUS Exhibitors,

Please review the schematic of the exhibit area at the Hotel Monteleone on the mezzanine level **Iberville B-D** to see which exhibit tabletop space is available. The exhibitor area schematic is updated as exhibit tabletop requests are received and assigned.

The process for requesting your tabletop space based on what is available is indicated below:

1. Each exhibitor must respond back to PBUS **via email** (info@pbus.com) **or FAX only** (202-783-4125) with their first, second and third tabletop selections in order to have a time stamp for confirmation of receipt and subsequent assignment of tabletop space; ***verbal tabletop requests will not be taken.***
2. Exhibitors must give three tabletop selection options: email or FAX your selections with the tabletop numbers in order of first, second, third choice (example: tabletop 5 (first), 15 (second) and 20 (third)).
3. Exhibitors should review what companies have already selected tabletop locations prior to making your tabletop selection to ensure you will not be placed next to a competitor; exhibitors must specify what types of companies they do not wish to be near in case another exhibitor has already sent in their tabletop selection prior to the schematic being updated (this will potentially cause tabletop choices to be amended).
4. PBUS will make every effort to accommodate tabletop selection choices taking into account competitor tabletop locations; as the exhibit hall fills up, please note that potential exhibitors may be turned away if they would be placed near or next to a competitor.
5. If two or more exhibitors pick the same tabletop location, the exhibitor with the earliest time stamp for their tabletop selection will be assigned the tabletop first.
6. The exhibitor next in line with their time stamp of their tabletop selection, who may have also requested the same tabletop location, will then be assigned their second tabletop selection; the third tabletop selection will follow the same procedure.
7. If all tabletop selections have already been chosen by other exhibitors prior to your time stamp, you will be contacted for new tabletop selections.
8. Exhibitor contracts must be completed in full and sent to PBUS with payment when your tabletop selection is sent.
9. The exhibit area will include Internet connectivity.
10. We will send the Exhibitor Kit, closer to the conference date.