



## 2008 Show Facts At-A-Glance Exhibit Booths

### **Booth Set-Up & Registration**

Booth set-up will be on Friday, June 6 from 3:00 pm – 8:00 pm. Please register at the Exhibitor table in the Exhibit Tent when you arrive to set up your booth on Friday, June 6. Please bring plastic to cover your materials after set-up on Friday night. If there happens to be a chance of rain, covering your display with plastic will ensure your materials are not damaged. Pre-ordered carpet will not be laid in the case of inclement weather. Your name badges, parking pass and other on-site information will be available at the registration table in the Exhibit Tent.

### **Exhibit Hours & Staffing**

Exhibit hours are on Saturday, June 7 from 8:30 am - 5:00 pm. All booths **MUST** be staffed during exhibit hours. Arriving late and/or tearing down early is prohibited. Booths not set-up on Friday, June 6 by 8:00 pm will be offered to those on our waiting list. Booths dismantled before 5:00 pm on Saturday, June 7 will jeopardize the company's participation in future Fly-Ins.

### **Lighting and Fans**

The tent can be dark and very warm depending on the weather. It is highly recommended you bring a light for your booth. We will have large fans positioned throughout the tent, however you are welcome to bring your own fan.

### **AOPA Staff Assistance**

During set-up, exhibit hours and tear-down, AOPA staff will be available to help with your needs. You can locate an AOPA staff member at the Exhibitor Services table in the Exhibit Tent.

### **Booth Dismantling**

Booth dismantle may begin after 5:00 pm on Saturday. Be sure you have the appropriate pre-printed FED-EX, UPS or Bill of Lading forms for the return shipment of your items. AOPA can return PRE-PAID, return addressed packages only. Return shipments will be picked up at your booth following the close of the Fly-In. Please contact your shipping company directly to pick up your return shipments at the Softrac warehouse. Return shipments must be picked up from the warehouse within 5 working days of booth dismantle. Please see the Shipping Instructions sheet in this package for more information and the warehouse address.

### **Lunch**

A lunch menu is included in this kit for your convenience. If you would like a box lunch delivered to you at Fly-In, please fill out this form and fax it back. You will need exact change on-site to pay for your lunch (\$7.00). Please do not send payment to AOPA in advance because it will be collected on-site.

### **Cancellation Policy**

Booth reservation cancellations must be received by May 2 in order to receive a refund. Unfortunately, ***refunds cannot be given after May 2.***

