

PATHWAYS NATURAL LIVING EXPO

Sunday, April 2, 2023 • 10AM - 6PM

Hilton McLean Tysons Corner | 7920 Jones Branch Drive, McLean, VA 22102

Spring 2023 Expo Vendor Notes and Procedures

Welcome to the NATURAL LIVING EXPO! If you are a returning vendor, please note procedures will differ somewhat from other events you have attended. If you are a new vendor with Pathways, welcome! Thank you for your participation with what promises to be a rewarding and exciting event! Please read the following information vital to make your day successful. If you have any questions, call us at 240-247-0393 or email naturallivingexpo@gmail.com.

SHOW SCHEDULE:

All booths must be up and ready by 9:45am on Sunday, April 2nd. The Exhibitor schedule for the Hilton McLean Tysons Corner is as follows:

7:00am - 9:45am: Exhibitor Arrival & Set Up. Please arrive **ON TIME** and allow yourself and/or your staff sufficient time for set up. We recommend bringing your own dollies and hand trucks for efficient loading/unloading. We'll have our staff onsite to assist with morning load-in, available first come first serve. The Main Expo entrance and load-in is around to the right of the hotel and towards the back parking lot.

10:00am - 6:00pm: Exhibit Hall Hours. We ask all participants to keep their booths up and running until 6:00pm. All booths must cease operations at 6:00pm to ensure a timely breakdown.

6:00pm - 8:00pm: Exhibitor Breakdown & Load Out. **You are responsible for your own breakdown and load out at the end of the Expo. Please plan accordingly.**

WHEN YOU ARRIVE:

- **If your load in is fast, easy and self-manageable...** please park first and use the main conference entrance around the right side of the hotel to access the Expo Main Registration & Exhibit Halls on the lobby level. Parking is FREE and surrounds the hotel on all sides.
- **If you require assistance with load in...** pull your car directly up to the main conference entrance found around the right side of the hotel. **PLEASE UNLOAD AND THEN MOVE YOUR CAR INTO A PARKING SPACE!** We have 120 booths to move in. It's crucial you move your vehicle right away.
- Please CHECK IN at the Event Main Registration Desk to pick up your Exhibitor badge(s) and day-of event materials, if applicable.
- Booth size is 8 ft. x 8 ft. and includes one 6-foot table and 2 chairs. More chairs are available upon request based on availability. The exhibit hall set up is open, the only pipe and drape is a 3-foot backing in the two center aisles. Please ensure your set-up is within your 8' x 8' allotted space. We do not allow chairs or any other material to be placed in the aisles.

- Hilton Hotel policy forbids hanging anything on facility walls. All signage/posters/displays must be table-top or self-supported with an easel, stand, etc. Please bring your own, if applicable. Self-standing backdrops should be no more than 4 ft. high.
- If you are planning on playing videos or music at your booth, be respectful and considerate of your neighbors & attendees & keep the volume low. **Fire laws prohibit the burning of incense or candles.**
- **Hilton McLean has a fee for WIFI.** We recommend using your data, personal hotspot etc. If you need WIFI the hotel will provide you with a credit card authorization form and code the day of the event.
- If you need electricity, please bring a multi-plug bar and a 20 ft. extension cord. All booths will have access to electricity within 20 ft (or less).
- **BOOTH WORKERS:** You are allowed up to four (4) additional staff members working at your booth during exhibiting hours. Submit their names in advance to get them on the Exhibitor Check-in List. **Email names by no later than Fri., MARCH 31st to: naturallivingexpo@gmail.com, Subject: Booth Workers.**
- **FOOD & BEVERAGE:** The hotel offers a seated dining restaurant and bar area. We are also pleased to offer Food Trucks (TBD) that will be parked outside on site from 12pm-4pm for food & drink purchases. If you have special dietary requirements, play it safe and bring your own meals. We also recommend bringing your own refillable water bottle.

FOR WORKSHOP PRESENTERS:

- Workshop breakout rooms are set theater style with a table for presenters.
- Workshops are 50 minutes each. Please be mindful of this limit and plan your talk accordingly so we can change speakers and turn over the rooms promptly.
- **Pathways Productions no longer provides any A/V equipment. Any A/V needs must be supplied by the presenter.** (The Hotel charges a substantial fee to rent A/V equipment.) We recommend not using electronic A/V unless you absolutely need it.

IMPORTANT LINKS:

OUR WEBSITE: www.PathwaysProductions.com

Spring Expo home: www.pathwaysproductions.com/expos-and-events/spring-expo/

Vendor Information page:

www.pathwaysproductions.com/expos-and-events/vendor-information/

EVENTBRITE TICKETING:

<https://www.eventbrite.com/e/pathways-spring-2023-natural-living-expo-tickets-549576035717>

VENDOR VIP TICKET CODE: **SP23VIP**

This code unlocks a VIP Free Admission Ticket option for your guests. Share your code with up to 10 guests who will come to the expo! (There is a 4-ticket limit per order.) This is a very important component for a successful expo.