

AIRC Annual Conference Exhibitor/Sponsor FAQs

Exhibitor FAQs

[How does the table selection process work?](#)

To request an exhibit table, you can contact either Mike Finnell (mfinnell@airc-education.org) or Cat Marte (cmarte@airc-education.org). Cat will set you up with an exhibitor portal where you can complete your tasks to become an exhibitor. All tasks must be complete before you can select a table. Table selection is first come, first serve. Please note, if you request a table, AIRC may put it on hold for you, however, it is not guaranteed until full payment is received.

[What is included in my purchase of an exhibit table?](#)

Exhibitors receive one complimentary registration with the purchase of an exhibit table. Exhibit tables include one 6ft table with two chairs, a tablecloth and table drape.

[Can I ship my exhibit table materials?](#)

Yes. Please be aware you are responsible for any additional fees associated with shipping and handling of materials.

[Are there any display restrictions I should be aware of?](#)

Yes. Banners cannot be wider than your exhibit table (6ft). They cannot be taller than 10ft.

[Can I have electricity at my table?](#)

AIRC does not provide electricity to exhibitors. If you'd like electricity, you must contact the hotel directly.

Sponsor FAQs

[How does the conference sponsorship opportunities work?](#)

There are several sponsorship opportunities. You can refer to the [Sponsorship Guide](#) to see them all. The guide on the website is periodically updated when sponsorship options are no longer available. If you are interested in a sponsorship item or several items, please contact Mike Finnell (mfinnell@airc-education.org).

[Are there special instructions for shipping my bag inserts or commemorative items?](#)

Yes. Please refer to the event coordinator for specific shipping instructions.

[What is included with my sponsorship item?](#)

Certain sponsorship opportunities may include complimentary registrations, a complimentary exhibit table, or other extras. Please refer to the [Sponsorship Guide](#) to see what is included with each sponsorship item.

[Are there extra fees associated with shipping my marketing inserts or commemorative items?](#)

AIRC charges a flat fee for marketing inserts and commemorative items that include hotel-handling charges. You will be responsible for any shipping costs. If you are also shipping materials for your exhibit table then you will be responsible for any additional fees associated with hotel handling of those materials.

[What are the available days and times for the private breakfast?](#)

The private breakfasts occur on Thursday and Friday. Although it varies from year to year, Thursday breakfast is generally around 7:30am and Friday breakfast is around 8am.

[Do any of the sponsorship items include a speaking opportunity?](#)

In general, the Thursday Lunch sponsor receives a 10-minute speaking opportunity. Reception sponsors may also request a speaking opportunity during their sponsored reception.

[Are there other sponsorship opportunities besides those associated with the conference?](#)

Yes. If you are interested in annual sponsorship opportunities, you can contact Mike Finnell (mfinnell@airc-education.org) for more information.