



BEFORE THE CONFERENCE, send to info@hqinstitute.org:

- A short description of your organization, 75 words or less, for inclusion in the conference app.
- A description of your tabletop display (dimensions and product(s) being displayed).
- Website link.
- Social media links (Facebook, LinkedIn, Twitter, Other).
- OPTIONAL:** A description of items you may wish to contribute for the Exhibitor Raffle. Exhibitors are encouraged to donate a prize for the raffle, suggested value of \$100. Winners will be announced during the reception on October 14. Attendees will enter the raffle using the conference app and are required to visit participating exhibitor booths.

HOTEL & EXHIBIT INFORMATION

- Make hotel reservations at The Kimpton Sawyer before September 6 to receive the discounted rate of \$219 per night.
 - Phone: Call The Kimpton Sawyer at (800) 368-2544 and mention the 2019 HQI Conference.
 - Online: www.sawyerhotel.com

Our backup lodging is just a few blocks away at the Citizen Hotel, at 926 J Street. Call (877) 781-8559 and mention the 2019 HQI Conference to receive the reduced rate of \$179/night. The deadline for this discounted rate is September 6.

- Display space includes one 6-foot table, two chairs, electrical outlet (upon request) and a name tent listing your organization's name.
- Exhibitor Hours
 - Sunday, October 13
 - 3:00 – 6:00 p.m. / Early Set-up
 - Monday, October 14 (Kimpton Sawyer Hotel)
 - 6:00 – 7:00 a.m. / Set-up
 - 7:00 a.m. – 6:30 p.m. / Exhibitor Show
 - 6:30 – 7:30 p.m. / Dismantling

SHIPPING INFORMATION

Packages must arrive at the Kimpton Sawyer Hotel no sooner than Friday, October 11 and no later than Saturday, October 12, 2019. Ship to:

500 J Street
 Sacramento, CA 95814

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Please include your company name on the shipping label.