

Space Assignments

Assignment of tables will be made by the Hospital Quality Institute (HQI) based on the following criteria:

- Exhibitor level
- Order in which reservations are received
- Suitability and availability of locations
- Booth assignments will be provided before conference

Space and Services Included

Items provided include:

- One 6' draped table during exhibition
- Two chairs
- Table-tent card with company logo and name
- Electrical outlet
- Exhibitor listing in the conference app with a description of up to 75 words

Exhibitor Refund Policy

Exhibitor fees are non-refundable

Preliminary Exhibitor Show Dates and Hours

Monterey Marriott

(Dates/Times are approximate and subject to change)

Wednesday, November 1

- 6:00 am – 7:30 am / Set-up
- 7:30 am – 8:30 am / Exhibitor Show & Breakfast
- 12:00 pm – 12:55 pm / Exhibitor Show & Lunch
- 6:00 pm – 7:30 pm / Networking Reception at The Monterey Bay Aquarium

Thursday, November 2

- 7:20 am – 8:20 am / Exhibitor Show & Breakfast
- 12:15 pm – 1:00 pm / Exhibitor Show & Lunch
- 5:30 pm – 6:30 pm / Exhibitor Show, Raffle, & Reception

Friday, November 3

- 7:20 am – 8:20 am / Exhibitor Show & Breakfast
- 8:30 am – 12:00 pm / Dismantling

Exhibitor Set-up and Clean-up

Booth set-up must be completed and ready by 7:30 am on Wednesday, November 1. It is the responsibility of the exhibitor to remove all materials from the exhibit area on Friday, November 3 by 12:00 pm.

Admittance to the Conference

Exhibit hall admittance is limited to conference attendees and company representatives who have contracted and paid for exhibitor booths.

Eligible Exhibits

HQI reserves the right to decline rental of display space or any part of an exhibit to any company.

Exhibitor Raffle

Exhibitors will have an opportunity to give prizes to the attendees. Each exhibitor is limited to two raffle prizes. Minimum value of \$100 is recommended and is optional for exhibitors. Please see page two for further details.

Fire and Safety

All flammable materials must be flame proofed before being placed in the exhibit area. All materials and installations are subject to the fire and safety regulations enforced by state and/or city fire authorities. Exhibitors must provide certification of flame proofing if requested by show management or the fire department. Volatile or flammable fluids, substances or materials of any nature are prohibited in any booth.

Social Functions

Social functions hosted by exhibitors must not be scheduled during exhibit hours or during the HQI education program. Any function not approved by HQI that would compete for attendees' time, either during the hours of the exhibition or hours of educational sessions, general sessions or programs, is prohibited.

Security

Exhibitors are responsible for any valuables at their booth. Security guards will be present at all times.

Contact

Please email Theresa Wheat, twheat@hqinstitute.org, call (916) 552-7667 (office) or (916) 838-8913 (cell) with any questions.

How the Prize Drawing Works

Each attendee is encouraged to download the conference app in order to participate in the Exhibitor Show Passport program. Each exhibitor is given a unique QR code upon check-in. Attendees will then scan the exhibitor QR code and check-in to the booth to unlock their badge. Attendees must collect 20 badges to unlock the 'Golden Passport' badge and enter the prize drawing.

The attendee must be present to win and HQI will provide the winner's contact information to the donating exhibitor. HQI staff and exhibitors are not eligible to participate in the prize drawing.

What is 'Checking-in'?

'Checking-in' is a great way for attendees to share their event experience with fellow attendees. Check-ins require a status update made by attendees. Check-ins can be associated to the sessions, speakers and exhibitors' booths.

Encouraging attendees to include photos and comments in their check-ins is a great way to showcase their experience at your booth. They can even unlock badges for these actions, too!





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

- A short description of your organization, 75 words or less, for inclusion in the conference program.
- A description of your display booth (pop-up, pipe and drape, etc.)
- 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 with a minimum value of \$100. Winners will be announced during the reception on Thursday, November 2. Attendees will enter the raffle using the conference app and are required to visit participating exhibitor booths.

HOTEL & EXHIBIT INFORMATION

- Make hotel reservations before October 3 to receive the discounted rate of \$219 per night, or until vacancies are filled.
 - By phone: Call the Marriott Monterey at 1-877-901-6632 and mention “Hospital Quality Institute”.
 - Online: [Click here](#) to make online reservations.

- Exhibitor booth includes one draped, 6-foot table, two chairs, electrical outlet and a name tent listing your organization’s name.

Exhibitor Schedule

Wednesday, November 1

- 6:00 am – 7:30 am / Set-up
- 7:30 am – 9:00 am / Exhibitor Show & Breakfast
- 12:00 pm – 12:45 pm / Exhibitor Show & Lunch
- 6:00 pm – 7:30 pm / Networking Reception at The Monterey Bay Aquarium

Thursday, November 2

- 7:20 am – 8:20 am / Exhibitor Show & Breakfast
- 12:15 pm – 1:00 pm / Exhibitor Show & Lunch
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