

Exhibitor Kit

Your Show Outline

Setup date	<b>Thursday, May 2, 2019</b>	<b>6:45am- 7:30am</b>
Exhibit Hours	<b>Thursday, May 2, 2019</b>	<b>7:30am- 5:00pm</b>
Teardown	<b>Thursday, May 2, 2019</b>	<b>5:00pm-5:30pm</b>

Items That Come Standard In Your Exhibitor Table Are:

An exhibitor table in a non-carpeted/carpeted hall. Each exhibitor table comes with (1) 6' skirted table and (2) side chairs

\*To purchase additional rental items/services, please contact [awang@twst.com](mailto:awang@twst.com)

Shipping Information:

Due to the limited storage space, packages may be delivered to Convene no more than three working days prior to the conference. **Please plan to have your packages arrive by Tuesday, April 30, 2019.** If you would like your boxes at your exhibit table, please email your tracking number and courier name to: Alice Wang, [awang@twst.com](mailto:awang@twst.com)

Delivery Information *Deliver by 4/30/19
Attention: Melissa Lewitz C/O: Alice Wang, TWST Events/ Thermal Materials Summit Convene: 777 S Figueroa Street Los Angeles, CA 90017 Exhibitor Name: Piece: _____ of _____

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### Deliveries/Package Handling Fee and Information:

The exhibitor is responsible for the arrangement and all expenses of shipping materials, merchandise, exhibits or any other items to and from Convene. Convene and TWST Events are not responsible for lost, misplaced and damaged packages.

**Convene's shipping and receiving hours of operations are from 9:00am- 5:00pm Monday through Friday.**

### Contact Us

Sponsorship: Robert Schaudt | [RSchaudt@twst.com](mailto:RSchaudt@twst.com) | (720) 799-1464

Hotel and Sponsorship Logistics: Alice Wang | [Awang@twst.com](mailto:Awang@twst.com) | (212) 952- 3842