

ISTA NASHVILLE 2024

Gaylord Opryland, Nashville Tennessee

Exhibitor Quick Fact Sheet

SETUP: Wednesday August 28th 2024
1pm – 5:00pm

WELCOME RECEPTION

Within the Exhibit Hall: 6:30pm – 8:30pm

TEARDOWN: Saturday August 31st 2024 12pm – 3:30pm

	Gold	Silver	Bronze	Full	Introduction
Booth Size	25' x 8'	15' x 8'	10 x 8'	6 x 8'	6' x 8'
6' Tables	3	2	1	1	1
Chairs	6	4	2	2	2
Badges	6	4	2	2	1
Gala Dinner Tickets	6	4	2	2	
Award Dinner Acknowledgement	X	X			
Award	Best Scientific	Best Poster			
Website Logo & Description	X	X	X	Logo	Logo
Program Book	X	X	X	X	X
Attendee Information	X	X	X		
Exhibit Hall Monitor Adds	Powerpoint 16 x 9				
Congress Bag Insert	8.5" x 11"				

- Send the Company Logo in PNG format and a short description to organizer@istaonline.org by **July 1st 2024**.
- Send Program Book assets to organizer@istaonline.org by **July 1st 2024**
- Send Badge Names to organizer@istaonline.org by **July 1st, 2024**.
- Send Meeting Pack materials (Qty 500) to the Gaylord Opryland FAO: Ticia Abernathy
- Order AV, power, and internet by going to ISTA Nashville 2024 **Encore** <https://www.encoreglobal.com/>

ADVANCE EXHIBIT MATERIAL SHIPPING (Paid by the Exhibitor)

Small Packages- For packages less than 8 lbs you will use the hotel business center. Labeling, shipping, and receiving instructions can be found on page 2. FedEx Office Business Center is located on the lower level of the Gaylord hotel.

Large Material Handling and Storage - For packages greater than 8 lbs you will use the Gaylord/FedEx Office shipping and receiving department. **Packages should not arrive more than 3 days before the congress.** Handling fees will apply. Labeling, shipping, and receiving instructions can be found on page 4.

Email the enclosed shipping form to Ticia Abernathy, Event Solutions Consultant, Gaylord Opryland 2026242@fedex.com
 (Guest Name- Exhibit) (Guest Cell Number)

c/o Ticia Abernathy, Event Solutions Consultant, FedEx Office Gaylord Opryland Resort & Convention Center Nashville, 2800 Opryland Drive, Nashville, TN, 37214 **EXHIBITOR IS RESPONSIBLE FOR THEIR GOODS DELIVERED TO THEIR BOOTH SPACE.**

2024 ISTA Box ____ of ____ Governors Ballroom B (Exhibit Hall) Deliveries must arrive after 2:00 pm on Wednesday 28th August 2024.

Your Booth Number will be emailed to you in due course. For questions please contact Heather Hickman at heatherh35@gmail.com