

Exhibitor Kit

Your Show Outline

Setup date	Thursday, September 26, 2019	7:00am- 8:00am
Exhibit Hours	Thursday, September 26, 2019	8:00am- 5:00pm
Teardown	Thursday, September 26, 2019	5:00pm-6:00pm

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

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, September 24, 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

Delivery Information *Deliver by 9/24/19
Attention: Maddie Rose
C/O: Alice Wang, TWST Events/ 5G Antenna
Convene: 101 Park Ave
New York, NY 10017
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.

The exhibitor is responsible for their own pickup and or drop off cost and scheduling. Schedule pickup/dropoff location is at Convene, 101 Park Ave, New York, NY 10017.

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 | (720) 799-1464

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