



2023 ANNUAL CONFERENCE EXHIBIT/SPONSOR PROSPECTUS

Quantities updated 11/10/2022



INFRASTRUCTURE RESILIENCE
Through Risk Management

APRIL 17-21, 2023

Contents



GENERAL INFORMATION	1
BENEFITS OF SPONSORING AND/OR EXHIBITING	2
SPONSORSHIP	5
EXHIBIT PACKAGES	7
EXHIBIT HALL MAP	9
EXHIBITS INFORMATION, RULES, & REGULATIONS	10

General Information

About Us

The United States Society on Dams (USSD) is dedicated to advancing the role of dam and levee systems and building the community of practice. As the United States member of the International Commission on Large Dams (ICOLD), USSD provides a forum for the exchange of knowledge and experiences and is charged with leading the profession of dam and levee engineering.

Our 1,500 members represent all sectors of the industry, including consulting engineers, contractors, manufacturers, technology, dam owners, and academia.

About the Conference

In April 2023, USSD will welcome more than 700 dam and levee professionals to the beautiful city of North Charleston for 4 days of knowledge exchange and networking. The conference features over 100 technical sessions, two plenary sessions, a Legacy lecture, and six workshops.

Of course, while the purpose of the conference is technical knowledge exchange, there will be plenty of time to network with colleagues and industry

leaders during socials, breaks, lunches and other activities.

The USSD Marketplace will showcase the latest products and services from more than 75 exhibitors. Conference attendees will spend time in the Marketplace to win prizes donated by USSD and our exhibiting companies. Plan on staying through Friday to take advantage of Thursday's workshops, included in your full registration, and Friday's field tour (additional fee).



Benefits of Sponsoring and/or Exhibiting



STAND OUT & STRENGTHEN YOUR BRAND:

Displays your commitment to the industry and can make your company stand out in the crowd with leaders in the dam and levee industry. These levels of exposure can help strengthen the visibility of and confidence in your company's brand.



BUILD & STRENGTHEN CUSTOMER RELATIONSHIPS:

Reaffirms confidence in your company's performance and industry standing with current and potential new customers.



PRODUCTIVE NETWORKING:

Provides direct access to industry leaders onsite during the conference. Ability to expand networking with wider audience with the additional digital/social media benefits included in most packages.



SHOWCASE PRODUCTS & SERVICES:

Provides you direct access to a "target" audience that you can turn into future customers.



EXPAND EXPOSURE:

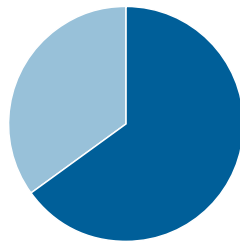
Provides national and international exposure. In 2023, we expect to build upon the 8% international attendees from 2022 with the International Dam Symposium programming.

2022 SUMMARY

18 Sponsors

84 Exhibit Booths

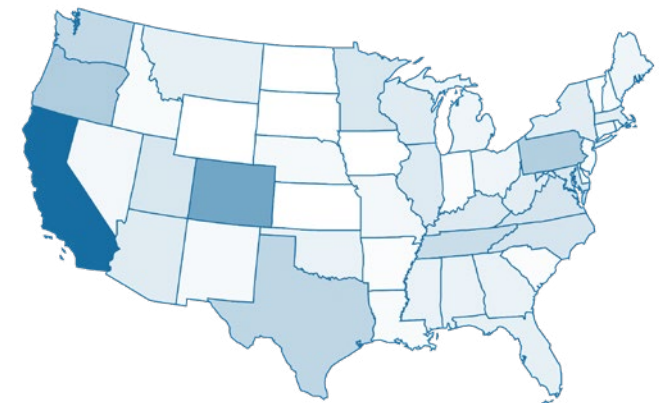
701 Attendees



65% members

35% nonmembers

8%
from countries
other than US



Distribution across the country

Sponsorship

TITANIUM –
\$15,000 (Member) / **\$17,000** (Non-member)

SOLD OUT

SPONSOR WILL RECEIVE:

- Post event attendee mailing list
- 3 Full Conference Registrations (include Wrap Party tickets)

Recognition BEFORE event:

- Recognition in conference related emails before conference

Recognition DURING event:

- Logo on Marketplace entrance signage
 - » Welcome Reception - Monday
 - » Board & Committee Leadership Luncheon - Monday
- Logo on 2023 Conference T-Shirt
 - » Legacy Lecture - Monday
 - » Plenary & Technical Sessions - Tuesday
- Recognition in conference mobile app
 - » Breaks & meals in Marketplace - Tuesday
- Logo in Marketplace video
 - » Breaks & meals in Marketplace - Tuesday
- 30 second commercial/video posted to USSD LinkedIn page on Monday
- Recognition as Sponsor during:

Recognition AFTER event:

- Logo on homepage of USSD conference website (until October 2023)
- Post conference recognition in 1 USSD Bulletin and Conference Recap email

CUSTOMIZATION OPTIONS

Select 1 from list below (1 available each)

Items received by all attendees

- Lanyard
- Wireless Charging Pad
- Water Bottle
- Multi-port USB Hub

PLATINUM –
\$12,000 (Member) / **\$14,000** (Non-member)

2 available

SPONSOR WILL RECEIVE:

- Post event attendee mailing list
- 2 Full Conference Registrations (include Wrap Party tickets)

Recognition BEFORE event:

- Recognition in conference related emails before conference

Recognition DURING event:

- Logo on Marketplace entrance signage
 - » Plenary & Technical Sessions - Tuesday
- Logo on 2023 Conference T-Shirt
 - » Breaks & meals in Marketplace - Tuesday
- Recognition in conference mobile app
 - » Plenary & Technical Sessions - Wednesday
- Logo in Marketplace video
 - » Breaks & meals in Marketplace - Wednesday
- 30 second commercial/video posted to USSD LinkedIn page on Tuesday
- Recognition as Sponsor during:

Recognition AFTER event:

- Logo on homepage of USSD conference website (until October 2023)
- Post conference recognition in 1 USSD Bulletin and Conference Recap email

CUSTOMIZATION OPTIONS

Select 1 from list below (1 available each)

Items received by all attendees; 1 slot available for each

- Conference Tote bag
- Blanket

Sponsorship

GOLD – \$8,000 (Member) / **\$10,000** (Non-member)

3 available

SPONSOR WILL RECEIVE:

- Post event attendee mailing list
- 1 Full Conference Registrations (include Wrap Party tickets)

Recognition BEFORE event:

- Recognition in conference related emails before conference

Recognition DURING event:

- Recognition in conference mobile app
- Recognition in Marketplace video
- 15 second commercial/video posted to USSD LinkedIn page on Wednesday
- Recognition as Sponsor during:
 - » Workshops - Thursday

Recognition AFTER event:

- Recognition on homepage of USSD conference website (until October 2023)
- Post conference recognition in Conference Recap email

SILVER – \$5,000 (Member) / **\$7,000** (Non-member)

SOLD OUT

SPONSOR WILL RECEIVE:

- Post event attendee mailing list

Recognition BEFORE event:

- Recognition in conference related emails before conference

Recognition DURING event:

- Recognition in conference mobile app
- Recognition in Marketplace video
- 15 second commercial/video posted to USSD LinkedIn page on Thursday
- Recognition as Sponsor during:
 - Field Tour - Friday

Recognition AFTER event:

- Recognition on homepage of USSD conference website (until October 2023)
- Post conference recognition in Conference Recap email

Sponsorship

ADD-ON/A LA CARTE OPTIONS

Attendance varies between 100-200

GENERAL INFORMATION

- Sponsor selections are finalized on a first-come, first-basis.
- All sponsorships must be paid in full within 30 business days of reservation OR no later than January 27, 2023 (whichever is earliest). Full payment for sponsorships reserved online after January 1, 2023, must be received within 20 business days. Sponsorships not paid in full according to aforementioned terms, may be released for resale.
- Logo placement and size based on sponsor level.
- Web ad sizes are based on sponsor level.
- Sponsors will be contacted with the details on how to submit their logos (i.e., size, format).
- Sponsors are encouraged to purchase early to receive the most benefit from the sponsorship.

WRAP PARTY – \$12,000 (2 available)

Offsite event with estimated attendance of 700. Recognition will include:

- Signage
- Recognition from podium AND 2 minutes to address attendees during event from podium
- Event tickets (4)
- Special Logo Wrap Party drink tickets (co-branded with USSD) – 5 additional drink tickets to be disbursed by sponsor.
- VIP area

YP EVENTS

The Young Professional Committee will sponsor/host a YP Social (open to all attendees) on Monday evening at Firefly Distillery (4201 Spruill Avenue, North Charleston, SC) and the YP Mentoring breakfast will be held Tuesday (invitation only).

Recognition will include:

Package Options:

- **#1:** \$4,000
- **#2:** \$8,000

» Companies can contact USSD staff if interested in other options. USSD reserves the right to adjust recognitions.

Recognition will include:

\$4,000 Level

- Signage
- Recognition from podium
- YP Mentoring Breakfast tickets (1)
- Special seating/area at events

\$8,000 Level

- Signage
- Recognition from podium
- YP Mentoring Breakfast tickets (2)
- 3 minutes to speak at YP Mentoring Breakfast
- Special seating/area at events

DEI EVENT

Ticketed event to be held offsite on Tuesday. Attendance limited to 150. Recognition will include:

Package Options:

- **#1:** \$5,000
- **#2:** \$7,000
- **#3:** \$10,000

» Companies can contact USSD staff if interested in other options. USSD reserves the right to adjust recognitions.

Recognition will include:

- Signage
- Recognition from podium
- Event tickets (2 tickets for \$5,000 level; 3 tickets for \$7,000 level; 4 tickets for \$10,000 level)
- Special seating
- First right of refusal/access to sponsorship opportunities for other DEI events hosted in 2023

EVENT TICKET SPONSORSHIPS – \$1,000

Support event attendance by purchasing 20 tickets. Leaders of the DEI committee will hold these tickets and will distribute during the DEI session held onsite during the conference.

Sponsorship

ADD-ON/A LA CARTE OPTIONS (CONT.)

PARTNERS IN EDUCATION (PIE)

The dam and levee industry needs to increase the number of professionals to meet current and future demand. As a Partner in Education Sponsor, you help fund the education of future dam and levee professionals. Contributions help support student attendance at the conference and USSD's Scholarship Fund.

Tier 1 – \$1,000

Sponsor will receive:

- Post event mailing list (5k participants and Students registered for conference)
- 3 Registrations for 5k Race on Wednesday
- Logo on signage at 5k Race
- Recognition on Scholarship page on USSD website (until Oct 2023)
- Logo in special post conference email to Students that attend conference
- Opportunity to create a short blurb to be included in special post conference email to Students that attended conference

Tier 2 – \$800

Sponsor will receive:

- Post event mailing list (5k participants and Students registered for conference)
- 2 Registrations for 5k Race on Wednesday
- Logo on signage at 5k Race
- Recognition on Scholarship page on USSD website (until Oct 2023)
- Recognition in special post conference email to Students that attend conference

Tier 3 – \$500

Sponsor will receive:

- Post event mailing list (5k participants and Students registered for conference)
- 1 Registrations for 5k Race on Wednesday
- Logo on signage at 5k Race
- Recognition on Scholarship page on USSD website (until Oct 2023)
- Recognition in special post conference email to Students that attend conference

Donations – any amount

Donations in any denomination are also accepted throughout the year. Contact Tonia Bengtson for more information (tonia@ussdams.org). Donors will be recognized on scholarship page of USSD website.

PUSH NOTIFICATIONS – Pricing and availability varies

Messages limited to 100 characters; Day, timing & content subject to USSD staff approval; Will be viewable by all conference attendees

- Tuesday OR Wednesday – \$150 (6 available)
- Thursday OR Friday – \$75 (4 available)

COMMERCIAL SPACE – \$100

Videos (max 15 seconds) will be shown twice (2) in Marketplace during breaks and lunches on Tuesday and Wednesday; Will be viewable by all conference attendees. Sponsor is responsible for all production/development cost of video. USSD staff will contact sponsors with details on delivery and format requirements.

- 15 second space \$500 (6 available)
- 30 second space \$750 (4 available)

INTERNATIONAL DAM SYMPOSIUM – \$7,000 (4 available)

Onsite event to be held in conjunction with Annual Conference. Estimated attendance of 200. Event coordinated by USSD, Spanish National Committee on Large Dams (SPANCOLD), Brazilian Dam Committee (CBDB), and Chinese National Committee on Large Dams (CHINCOLD).

Recognition will include:

- Signage
- Recognition from podium AND 2 minutes to address attendees during event from podium
- Event Registrations (4)
- Recognition on symposium related emails (includes distribution to coordinating organizations)

Exhibit Packages

GENERAL INFORMATION ABOUT EXHIBITS

- Exhibit Booth selections are finalized on a first-come, first-paid basis. All booth fees must be paid within 30 business days, or the booth(s) may be released for resale.
- Logo placement and size based on exhibit level.
- Web ad sizes are based on exhibit level.
- Exhibitors will be contacted with the details on how to submit their logos (i.e., size, format).
- Sustaining level members receive a \$1,400 discount off booth purchase OR 1 free full conference registration.
- Organization level members receive a \$350 discount off booth price.
- Companies purchasing booths at 2023 Annual Conference will receive 1-week early access to booth registration for the 2024 Annual Conference

ADD-ON OPTIONS

USSD BRANDED DRINK TICKETS - \$15 EACH

For use at Welcome Reception (Monday) or Exhibit Reception (Tuesday).

SPECIAL PRICING

Additional Exhibit Staff Conference registrations = \$700 each (limit of 3 per booth)

- Includes access to:
 - » Committee Meetings (Monday)
 - » Exhibit Hall (Monday-Wednesday)
 - » Legacy Lecture (Monday)
 - » Plenary Sessions (Tuesday & Wednesday)
 - » Wrap Party (Wednesday)



Exhibit Packages

STANDARD: 10x10

\$1,700 (Member) / **\$2,100** (Non-member)

Only 13 left!

PREMIUM STANDARD: 10x10

\$1,900 (Member) / **\$2,300** (Non-member)

SOLD OUT

PRIME: 10x20

\$3,100 (Member) / **\$3,500** (Non-member)

SOLD OUT

MARQUEE: 20x20

\$5,900 (Member) / **\$6,300** (Non-member)

SOLD OUT

EACH BOOTH WILL RECEIVE:

- 1-6 ft table
- 2-Standard chairs
- 1-Wastebasket
- Pipe & drape
- Standard Power Outlet
- Wi-Fi access
- 2 Exhibitor Staff Conference registrations for booth staff. Includes access to:
 - » Committee Meetings (Monday)
 - » Exhibit Hall (Monday-Wednesday)
- » Legacy Lecture (Monday)
- » Plenary Sessions (Tuesday & Wednesday)
- » Wrap Party (Wednesday)
- 1 additional Wrap Party ticket
- 2 USSD branded drink tickets for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)

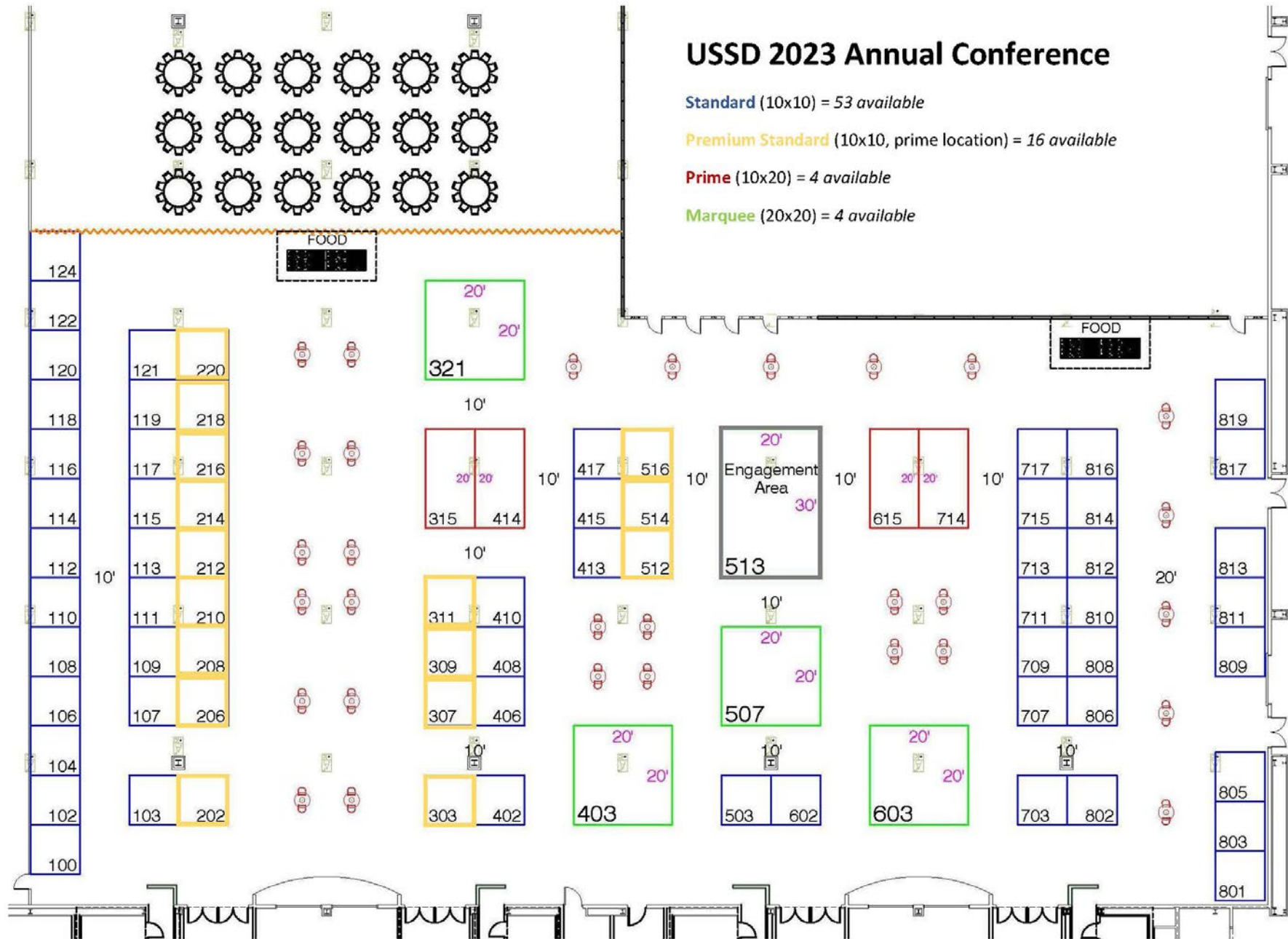
EACH BOOTH WILL RECEIVE:

- 2-6 ft tables
- 3-Standard chairs
- 1-Wastebasket
- Pipe & drape
- Standard Power Outlet
- Wi-Fi access
- 3 Exhibitor Staff Conference registrations for booth staff. Includes access to:
 - » Committee Meetings (Monday)
 - » Exhibit Hall (Monday-Wednesday)
- » Legacy Lecture (Monday)
- » Plenary Sessions (Tuesday & Wednesday)
- » Wrap Party (Wednesday)
- 2 additional Wrap Party tickets
- 4 co-branded drink tickets (Exhibitor & USSD logos) for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)

EACH BOOTH WILL RECEIVE:

- 2-6 ft tables
- 5-Standard chairs
- 1-Wastebasket
- Pipe & drape
- Standard Power Outlet
- Wi-Fi access
- 5 Exhibitor Staff Conference registrations for booth staff. Includes access to:
 - » Committee Meetings (Monday)
 - » Exhibit Hall (Monday-Wednesday)
- » Legacy Lecture (Monday)
- » Plenary Sessions (Tuesday & Wednesday)
- » Wrap Party (Wednesday)
- 3 additional Wrap Party tickets
- 6 co-branded (Exhibitor & USSD) drink tickets for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)

Exhibit Hall Map



Exhibits Information, Rules, & Regulations

PLEASE REVIEW THE ATTACHED INFORMATION CAREFULLY BEFORE RESERVING AN EXHIBIT SPACE. During the online registration process exhibitors will be asked to confirm that they have reviewed the following and will be expected to abide by them during the 2023 Annual Conference.

GENERAL EXHIBIT RULES & REGULATIONS

1. Exhibit space is being provided with the understanding that the United States Society on Dams (“USSD”), Decorator, Facilities, and Event Vendors (collectively referred to as “2023 Annual Conference Event Partners”) are not liable for any occurrences due to negligence of the exhibitor. Exhibitors, their successors and assignees, agree to save and hold harmless “2023 Annual Conference Event Partners” and any of their employees, officers, and directors from all cost, injury, and damage incurred by any of the above and from any other injury or damage to any person or property whatsoever, any of which is caused by an activity, condition, or event arising out of the performance, preparation for performance or nonperformance of any provision of this agreement by exhibitors. Exhibitors agree to obtain and maintain such insurance that will fully protect “2023 Annual Conference Event Partners” from any and all claims of any nature, including claims under the Workers’ Compensation Act, property damage, theft, equipment loss, business interruption, and for damages for personal injury, including death, which may arise in connection with the operation of the exhibitor’s display, and which is caused by negligence of the exhibitor. Exhibitor agrees to add USSD as additional insureds on its Commercial liability insurance policies and to produce the Certificate of Insurance upon request.
2. All posted information and links are subject to approval by USSD and will be accepted at USSD’s sole discretion. USSD reserves the right to remove or request modification of any link at any time. Exhibitors wishing to dispute a decision may contact the Executive Director.
3. 2023 Annual Conference Event Partners assume no responsibility for the violation of trademarks or copyrights.
4. Distribution or posting of pornographic, political, racist, or other controversial material is prohibited.
5. Exhibitors agree to abide by all other provisions of said rules and regulations, fire regulations, and all other regulations of government agencies and the Charleston Convention Center and Embassy Suites.
6. USSD will have sole control over the admission of persons to the exhibit area.
7. If you are planning on hosting an outside event during the USSD conference, we request that you avoid conflicting with the events shown below. Detailed conference information will be posted on USSD’s website(s) in November 2022.
 - » Welcome Reception: Monday, April 17, 6:00-7:30 pm ET
 - » Exhibit Reception: Tuesday, April 18, 5:30-7:30 pm ET
 - » Wrap Party: Wednesday, April 19, 6:30-9:00 pm ET
8. Exhibitors will provide other furnishings at their own expense.
9. Exhibitors will make their own arrangements for delivery and receipt of any shipments related to their exhibit.
10. Exhibitors will make their own arrangements for any special audio-visual equipment they should require.
11. Exhibitors may provide their own sign for their exhibit; however, one will be provided.
12. Phone lines and water sources are NOT available.
13. Materials or other items are NOT allowed to be posted, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of building or furniture.
14. Exhibitors will be allowed to purchase multiple booth spaces at the standard list price, but booths cannot be combined without PRIOR written approval of USSD. Requests to combine adjoining booths should be sent to Tonia Bengtson (tonia@ussdams.org). Requests will be reviewed and approved by USSD on a case-by-case basis.
15. USSD reserves the right, at any time, to limit the number of spaces purchased by one company or deny requests to combine adjoining booths.
16. Large equipment is not allowed in the exhibit hall without prior written approval of USSD and Charleston Convention Center. Requests should be sent to Tonia Bengtson (tonia@ussdams.org) for consideration.
17. All demonstrations and exhibits must be confined to the exhibit space and shall be limited to displays which fit within the booth space purchased.
18. No exhibitor shall assign, sublet, or share the whole or any part of the exhibit space provided, without prior written authorization from USSD.
19. USSD and its authorized representatives reserve the right to request modification of any questionable exhibit.
20. Individual gift drawings or giveaways are permitted at the booths, but USSD requests prior notice of details related to these activities to reduce overlap or conflict with USSD door prizes.

Exhibits Information, Rules, & Regulations

EXHIBIT SPACE DESCRIPTIONS

Standard Booths - 53 available

- \$1,700 Members / \$2,100 Nonmembers
- 10' x 10'
- Includes:
 - » 1-6 ft table
 - » 2-Standard chairs
 - » 1-Wastebasket
 - » Pipe & drape
 - » Standard Power Outlet
 - » Complimentary Wi-Fi
 - » 2 Exhibitor Staff Registrations for booth staff. Includes access to:
 - Committee Meetings (Monday)
 - Exhibit Hall (Monday-Wednesday)
 - Legacy Lecture (Monday)
 - Plenary Sessions (Tuesday & Wednesday)
 - Wrap Party (Wednesday)
 - » 1 additional Wrap Party ticket
 - » 2 USSD branded drink tickets for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)

Premium Standard - 16 available

- \$1,900 Members/\$2,300 Nonmembers
- 10' x 10'; in a high traffic location
- Includes:
 - » 1-6 ft table
 - » 2-Standard chairs
 - » 1-Wastebasket
 - » Pipe & drape
 - » Standard Power Outlet
 - » Complimentary Wi-Fi
 - » 2 Exhibitor Staff Registrations for booth staff. Includes access to:
 - Committee Meetings (Monday)
 - Exhibit Hall (Monday-Wednesday)
 - Legacy Lecture (Monday)
 - Plenary Sessions (Tuesday & Wednesday)
 - Wrap Party (Wednesday)
 - » 1 additional Wrap Party ticket
 - » 2 USSD branded drink tickets for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)

Prime - 4 available

- \$3,100 Members/\$3,500 Nonmembers
- 10' x 20'
- Includes:
 - » 2-6 ft tables
 - » 3-Standard chairs
 - » 1-Wastebasket
 - » Pipe & drape
 - » Standard Power Outlet
 - » Complimentary Wi-Fi
 - » 3 Exhibitor Staff Registrations for booth staff. Includes access to:
 - Committee Meetings (Monday)
 - Exhibit Hall (Monday-Wednesday)
 - Legacy Lecture (Monday)
 - Plenary Sessions (Tuesday & Wednesday)
 - Wrap Party (Wednesday)
 - » 2 additional Wrap Party tickets
 - » 4 co-branded drink tickets (Exhibitor & USSD logos) for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)

Marquee - 4 available

- \$5,900 Members/\$6,300 Nonmembers
- 20' x 20'
- Includes:
 - » 2-6 ft tables
 - » 5-Standard chairs
 - » 1-Wastebasket
 - » Pipe & drape
 - » Standard Power Outlet
 - » Complimentary Wi-Fi
 - » 5 Exhibitor Staff Registrations for booth staff. Includes access to:
 - Committee Meetings (Monday)
 - Exhibit Hall (Monday-Wednesday)
 - Legacy Lecture (Monday)
 - Plenary Sessions (Tuesday & Wednesday)
 - Wrap Party (Wednesday)
 - » 3 additional Wrap Party tickets
 - » 6 co-branded drink tickets (Exhibitor & USSD logos) for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday)

Exhibits Information, Rules, & Regulations

ADD ON OPTIONS

- USSD Branded Drink Tickets for use at Welcome Reception (Monday) or Exhibit Reception (Tuesday) may be purchased for **\$15 each**.
- Additional Exhibit Staff Registrations may be purchased for **\$700 each** (*limit of 3 per booth*). Includes access to:
 - » Committee Meetings (Monday)
 - » Plenary Sessions (Tuesday & Wednesday)
 - » Exhibit Hall (Monday-Wednesday)
 - » Wrap Party (Wednesday)
 - » Legacy Lecture (Monday)

APPLICATION AND PAYMENT

Exhibitors will select their exhibit space during the online registration process. During the selection process exhibitors will be able to view a map of the exhibit hall including a list of reserved exhibit spaces and the companies reserving those spaces. USSD has no control over an exhibitor's selection of vacant booth(s).

Online registration will be the only registration method available to reserve an exhibit booth space. Registration is on a first come, first served, AND first paid basis. Exhibitors are encouraged to secure their booths immediately with credit card payment. FULL payment for all exhibit booths must be received within 30 business days of online reservation OR no later than January 27, 2023 (whichever is earliest). FULL payment for Booths reserved online after January 1, 2023, must be received within 20 business days.

Booths that are not paid in FULL according to the aforementioned deadlines, may be cancelled and returned to general sale.

Requests for Booth cancellations must be sent in writing to Tonia Bengtson (tonia@ussdams.org). Refunds will be allowed according to the following schedule and terms:

- On or before January 3, 2023: 80% refund
- February 1-28, 2023: 40% refund
- January 4-31, 2023: 60% refund
- After February 28, 2023: No refund

Once all available booths have been purchased, a limited number of applications and payments will be held on a waiting list. Companies may contact Tonia Bengtson (tonia@ussdams.org) to be placed on the waiting list. Payments for wait-listed companies will not be processed until a booth is assigned.

CONFERENCE/EXHIBIT SCHEDULE

The exhibit hall will be available for set-up at approximately 11:00am ET on Monday, April 17, 2023, and set-up must be completed by 4:00pm ET on Monday, April 17, 2023.

If an exhibit cannot be set-up by 4:00pm ET on Monday, April 17, 2023, the Exhibitor should contact USSD staff (tonia@ussdams.org) OR TEXT 303-792-8753 or 303-270-0143) as soon as possible. USSD will make every effort to work with Exhibitor to arrange an alternative set up time that does NOT conflict with events scheduled in the Exhibit Hall. If no other time can be arranged, the exhibit booth will be forfeited AND booths fees will NOT be refunded.

Exhibits must be dismantled on Wednesday, April 19, 2023, no earlier than 4:00pm ET and no later than 8:00pm ET. Requests to dismantle booths before 4:00pm ET on Wednesday, April 19, 2023, require prior written authorization of USSD. Exhibitors may submit requests to Tonia Bengtson (tonia@ussdams.org). Requests are reviewed on a case-by-case base and are the discretion of USSD. Exhibitors that do not follow protocols may impact their ability to exhibit at future USSD events.

It is recommended that booths be manned during periods the exhibit hall is open except for short durations of time.

USSD reserves the right to adjust the conference schedule.

EXHIBIT SPACE ATTENDEES

All exhibit booth workers and other participants must be registered for the conference and must wear their Conference nametag at all times when staffing the booth. Nametags/registrations CANNOT be shared or transferred. Once a registration packet/nametag has been picked up, that person is considered "present" and changes cannot be made to that registration. Individuals are responsible for picking up their own nametag. Please DO NOT pick up nametags belonging to your co-workers.

These rules will be enforced. Failure to comply with the rules in 2023 may jeopardize your ability to exhibit at future USSD events.