Thank you for exhibiting at MIM2019! Below are the details for a successful exhibit and conference.

**DEADLINE DATES**

- Company Profile: December 12, 2018
- Commercial Session Commitment: December 12, 2018
  - Commercial presentations will be throughout the day on Tuesday rather than at the end of the day. Each presentation will be slotted for 7 minutes, no exceptions
  - Limited space available – first come, first served
- Conference Binder Advertisements *(separate fee required)*: January 18, 2019
- Conference Registration and Hotel Reservation Deadline: January 18, 2019

**CANCELLATION POLICY**

Cancellation of tabletops received before December 12, 2018 will be subject to a cancellation fee of 50% of the tabletop fee. No refunds on cancellations received on or after December 12, 2018. All cancellation requests must be provided in writing (email) to Diane Haggerty *(dhaggerty@mpif.org)*.

**KEY CONTACT**

Diane Haggerty  
Director, Events, Exhibits and Advertising  
MPIF  
P: 609-452-7700 x103  
E: dhaggerty@mpif.org

**EXHIBIT SPACE**

Each tabletop exhibit will be an 8’x3’ space and will include: (1) 6’x30” skirted table and (2) chairs.

*Please note, all exhibit materials must be contained in the 8’x3’ space, no more than 7’ tall, with extending 18” on sides from the backwall. Exhibitors exceeding the provided space or blocking a fellow exhibitor will be asked to rearrange their display.

**EXHIBIT SET-UP AND HOURS**

Tabletops set-up will be on Tuesday, February 26 starting at 4:00pm and be ready by 5:00pm.

The Tabletop Exhibit and Reception will be held on Tuesday, February 26 from 5:00-7:30pm.

Tabletops must be broken down at the conclusion of the reception.

**SHIPPING INFORMATION**

All packages must be delivered to the hotel at the following address no earlier than Thursday, February 21:

Hilton Orlando Lake Buena Vista  
Hold for: EXHIBITOR STAFFERS’ NAME  
MIM2019 (February 25-27)  
1751 Hotel Plaza Blvd  
Lake Buena Vista, FL 32830

(Exhibitor is responsible for shipping, handling and delivery fees)