

## **PCOGS**

### **ON SITE INDUSTRY LIAISON**

#### **GUIDELINES/RECOMMENDATIONS**

##### **PRIOR TO THE MEETING**

Develop a prearranged layout of the exhibit room. Make available to the exhibitors prior to the meeting

- outline the size of the table or area (usually 4x8 feet) and location in the room
- ideally, similar products will not be next to each other
- possibly preferential placement based on grant amounts

ARRIVE TUESDAY EVENING OR EARLY WEDNESDAY MORNING. Meet with Conference Manager to determine where shipped exhibitors items are located and how to access the room where the items are stored.

##### **AT THE HOTEL – DURING EXHIBIT SETUP HOURS**

Greet and introduce yourself to all the exhibitors and make yourself available to exhibitors as a liaison between themselves and the Society

Show exhibitors where they should set up, make arrangements for electrical and computer hook ups and provide assistance as needed

Have available (prior purchased) a box of tape, markers, extension cords

Have a contact in the hotel for items that will be required

- i.e. - tables need to be in the room and set up
- determine where items shipped to hotel by exhibitors are stored and have access

Stay in exhibit hall throughout the entire set up time to be available to assist when needed

##### **DURING THE MEETING**

Check in with exhibitors during breaks(exhibit times) to address any requests or issues

IMPERATIVE that attendees are urged to visit the exhibits from the podium

- INCENTIVES FOR VISITING EXHIBITS – check off cards for visiting exhibits – raffle prize for completed cards turned in