

SET-UP

Sunday, April 14 from 1:00 pm to 5:00 pm

LOAD-IN

All set up must be completed between of 1:00 pm to 5:00 pm on Sunday, April 14 at the Hilton Garden Missoula (3720 N Reserve Street). Please contact Alana at 406.437.1678 if you have an emergency.

Please check in at the Conference registration desk to receive your exhibitor badge before unloading.

Carts and/or hand trucks are not provided – please bring your own.

Please do not block entryways. Conference attendee check-in starts 1:00 pm at the Conference registration desk and we want to make sure that the area is clear for people to walk in.

Please do not unload at the front lobby, follow the signs to the conference center which is on the East side of the hotel. Check in will also be in the same area.

Photo shows what it will look like.



EXHIBIT SHOW HOURS

Monday, April 15	7:00 am – 8:00 am
Monday, April 15	10:00 am -10:30 am
Monday, April 15	11:45 am – 12:45 pm
Monday, April 15	4:30 pm – 6:00 pm
Tuesday, April 16	7:00 am – 8:15 am
Tuesday, April 16	10:15 am – 11:00 am

TEAR DOWN

Tuesday, April 16

11:00 am

PASSPORT TO PRIZES

All exhibitors can participate in our Exhibitor Passport to Prizes. Each exhibitor will receive a roll of stickers to add to attendees Passport to Prizes Booklet.

Attendees can enter their slip to win prize packages during the conference.

[Click here to see a digital version of the booklet.](#)

Security

The area is unlocked once a staff member from the Office of Tourism enters into the area and locked when the last person leaves from the area. Doors are locked by a keycard and key.

WIFI

Wifi Network: Hilton Wi-Fi

Password: *hgi2024!*

This will also be on the back of your badge.

F.A.Q.

- Am I allowed to attend conference sessions?

Yes! You are allowed to attend all conference activities, including meals, that are on the conference agenda. We just request for exhibitors to be at their booth during breaks, in between sessions, and at the pre-social.

- When will I receive the attendee list?

Sponsors and exhibitors will receive the attendee list (of those who opted in for their info to be shared) by Monday April 22.

- Registration is sold out! How can I sign up my second attendee that will be with me at the booth?

Please e-mail Alana at mtgovcon@mt.gov by April 1 to include your second attendee. In the e-mail please include the following:

- Person's first and last name
 - Company name & address
 - Person's e-mail and a good contact number
 - Does this person have any dietary restrictions?
 - Are we allowed to share their information to the attendee list, and with other exhibitors and sponsors post show?
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Booth features:

- All booths are 8x8 with a 6' draped table, pipe and drape booth dividers, two chairs and power if needed
- K & J Convention Services will send out a service kit which will allow you to purchase additional items if needed
- 2 complimentary registrations