



Introduction

Without our vendors and speakers, Elevator U could not hold a conference. Each year we are more amazed by what we learn and by the quality of the presentations. We are thankful for the dedication of our vendor friends who support Elevator U by sponsoring, exhibiting and attending our conferences.

On behalf of this volunteer based association, thank you for your continued support.

Elevator U Board of Directors

Shipping Material

Shipping packages TO event

Plan for your packages to arrive one to five business days prior to the event.

Label all boxes with:

Attention: Elevator U / Nick Stefanik

1739 North High Street

Columbus, OH 43210

For: Elevator U Conference + [Your Company Name]

Date: June 23th – 25th

Container: [insert number] of [insert number]

Vendors/Exhibitors Guide

You will be provided a table with your booth. Please bring table top type displays or material that would fit on top of a table. Larger pop up type displays will not fit.

VENDOR EXPO TIMES

Ohio Union East Ballroom

WEDNESDAY JUNE 24

12:00pm - 2:00pm

Expo held during lunch.

5:00pm - 9:00pm

VENDOR EXPO OPEN

EESF *Silent Auction

Dinner, Drinks & Vendor Expo, EESF Silent Auction.

Please be sure to bring a silent auction item that will be left in your booth. The better the item the more attention you'll get by those in attendance. All of the money raised during the silent auction will be donated to the Elevator Escalator Safety Foundation.

BOOTH TEAR DOWN

WEDNESDAY JUNE 24

9:00pm - MIDNIGHT

Your booth must be taken down immediately after the vendor show before midnight.

Speakers/Presenters Guide



Presentation Equipment

A projector, screen and laptop will be available for your use if needed. A podium and microphone will be provided; however, due to the poor quality of the wireless microphones available, they will not be used. Please note that if you have a Power Point presentation you should make sure to save it in both the .ppt and pptx. formats. If you have a laptop computer and would like to use it we recommend doing so to avoid cable and/or compatibility issues. A VGA connection cord will be provided for the projector.

Handouts

If your presentation includes hand outs please ship/bring enough for 100 people. You can send them directly to the hotel and bring them to you on the day you present.

Video Recording

Each presentation is video recorded and will be available for EU Members upon request. By offering to present you are giving EU permission to record and provide your presentation online in a member's only area of the EU website. If you have concerns or questions about this please let us know.

Registration

All presenters are required to register for the conference. If there is a situation that requires special consideration regarding paying for your registration please contact us at elevatoru@gmail.com When you registering for the event it will enable us to have a name tag for you when you arrive plus you will be added to the conference attendee list.