

Thank you for exhibiting at the 2018 Occupational Therapy Association of Colorado conference. The conference will be held Friday, October 12 – Saturday October 13 at the Radisson Hotel Denver Southeast, 3155 South Vaughn Way, Aurora, CO 80014. For directions, <u>click here</u>.

Registration and check-in open at 7:30am for attendees and exhibitors. The conference will conclude after the last session on Saturday at 4:45pm. To view the full agenda, <u>click here.</u>

#### **Exhibit Hours**

Friday, October 12 7:30am-5:00pm—Soiree begins at 5PM Saturday, October 13 7:00am-11:45am

# Set Up

Set up will be from 6:30am – 7:30am on Friday, October 12. Tables will be identified by table tents. Please be set-up no later than 7:30am on Friday morning.

Load in can be done through the main doors of the Radisson. The exhibit space is located on the main floor and in the basement (next to sessions). Please enter through the main doors and check-in with staff upon arrival. Staff will assist you in finding your table.

#### **Tear Down**

Please do not start tearing down until 11:45am on Saturday, October 13. All materials must be removed or trashed by 5:00pm.

## **Electricity & Internet**

If you need electricity at your booth please email the conference staff at <a href="info@otacco.org">info@otacco.org</a>, they will give you more details regarding electricity options. Basic WIFI will be available throughout the conference.

### **Parking**

The venue parking lot is complimentary.

# **Conference App**

Stay up-to-date on conference details by using the app Sched. The app allows you to see who is attending, view the schedule, and receive notifications from OTAC. View the <u>online app</u> here or the <u>mobile app</u> here. You were invited to the app via <u>notifications@sched.com</u>.

Make sure to use the conference hashtag #otacco18 on all social media posts!

Feel free to reach out to staff at info@otacco.org with any additional questions.