

GFA FALL MEETING - SUPPLIER EXPO

Exhibitor Guidelines

September 18, 2024

1. Exhibits must be set up on 6' tables provided by the GFA.
2. Exhibitors may select their own table on the day of the Expo. This will be on a first-come, first-served basis.
3. Set-up will be on Wednesday from 11:00am to 1:00pm. Tear-down will begin at 4:00pm.
4. All table top items are to be supplied by the Exhibitor and must fit on the top of the table.
5. Display items must be no higher than four feet from the top of the table; when placed on the table, the top of the display must be no higher than six and a half feet from the ground.
6. No electrical devices, with the exception of laptops, are permitted. Electricity will not be available.
7. Table top exhibit material should be shipped to arrive no more than 3 days prior to the meeting and should be addressed to:

TO: (YOUR NAME)

Hotel Monteleone

214 Royal St,

New Orleans, LA 70130

Box # ___ of ___

HOLD FOR: Gasket Fabricators Association

Company Name _____

8. All table top personnel must register for the meeting.
9. A hotel representative will be present at the end of the Expo to assist with shipping your packages back to your company.