

# EXHIBITOR GUIDELINES



## 9TH ANNUAL NORTHERN VIRGINIA HOUSING EXPO

SATURDAY, MARCH 30, 2019 • 10 AM - 3 PM

WASHINGTON-LEE HIGH SCHOOL  
1301 N. STAFFORD STREET, ARLINGTON  
Four Blocks North of Virginia Square Metro

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Thank you for being part of this exciting event for people looking to rent or own in Northern Virginia. Here's a summary of what you need to know about the event.

**EXHIBIT SPACE:** Unless you are a sponsor, your exhibit space will accommodate 2 people. It includes a skirted 6-foot table and two chairs and a half-wall cloth backdrop. If you requested it, electricity will be provided to your space, but please bring your own power strips, extension cords and the like. NOTHING THAT HEATS OR COOLS CAN BE PLUGGED IN AT YOUR SPOT. We will have a monitored charging station should you need it for laptops and phones.

**SETUP:** Because of the event's location at a public school, you will not have the option of shipping any items ahead of time. You will be able to access the space to set up starting at 8 am on Saturday morning, March 30. We will have volunteers to offload your stuff and get it to your spot while you park - preferably in one of the spots at the back of the lot to leave the better parking for our visitors.

**WIRELESS INTERNET:** Wireless internet will be provided at the school; access information will be provided to you when you check in that morning.

**FOOD AND BEVERAGE:** There will be food and beverage for purchase for breakfast and lunch, provided at low cost by school groups. Each exhibit space will be given 10 complimentary food and beverage tickets worth \$1 each to defray the cost of refreshments for your staff. Make sure your staff brings cash to purchase any additional food or beverages they may want.