SPACE COAST COMMUNITIES ASSOCIATION
(A d.b.a. of Space Coast Condominiums Association, Inc.)
CONDOMINIUMS COOPERATIVES HOMEOWNERS' ASSOCIATIONS TIME SHARES POST
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www.SCCA-online.org

Instructions for exhibitors at the SCCA Trade Show, March 23th, 2019 @ the

HILTON COCOA Beach Oceanfront Hotel 1550 North Atlantic Ave. Cocoa Beach

Show time is 9am-noon

Welcome to the twenty-first Annual SCCA Trade Show! We wish you a successful show with the opportunity to make many new contacts. Following are some details to help you plan your attendance:

1) Setup times: 6:30-8am Saturday, March 23th. Please remove your material promptly after the show closes so that the center can reset the room.

2) Power is being requested for some individual tables by prior arrangement. The Hotel has limited capability, but they will do their best to accommodate us. Most of the tables along the wall can have Electric. If you have extension cords please bring them along. No changes, please.

3) Tables along the walls may display banners on the walls by using painter's masking tape (The blue type which comes off easily). NO PINS ARE ALLOWED... .PLEASE DO NOT DAMAGE THE WALLS. Also tables along the wall can have backdrops or displays that are taller than the tables. NO CENTER TABLES ARE ALLOWED TO HAVE ANYTHING THAT BLOCKS THE VIEW OF THE ROOM (ON OR IN FRONT OR IN BACK OF TABLE **the maximum height is 5 feet from the floor**).

4) Tables & linens are provided. Approximate size is 6 - 8 feet in length. Table assignment and floor plan will be emailed directly to each participant. A participant list, table number, and floor plan will be in the program handout on site.

5) SCCA requests that door prizes from exhibitors be kept at their table and you do your own drawing for your prize. In the past SCCA would call the door prizes but it has come to our attention that this process is much too confusing due to the amount of time and the amount of vendors. So ladies and gentlemen this year you are on your own.

6) For your planning of handouts and giveaways, we estimate about 400 visitors (based on last year).

7) Please use Ben's Email address below for all table assignments and further instructions if needed.

Regards,
Ben Shuler
ben-scca@bellsouth.net, cell 321-266-1940