Industry Partner Designer Guidelines

We are happy to have you participate as one of the designers to showcase a table for Industry Partners. The following guidelines apply to everyone and should be shared with all designers contracted. This is intended to facilitate and create a productive environment for all Industry Partners showcasing their tables.

Each of you is notified by email confirming the hours of set-up. Kindly notify us well in advance any special requests you may have. Communication is key to a successful event. No response to our email(s) signifies that it was read and understood. If you do have questions or concerns, please send them to the Partners’ Committee Chairman, Brent Leech at brentleech2@gmail.com in a timely manner so we can provide answers in advance of the event.

**Set-up and Strike Schedule:**

- The hours of set-up are for all Partners and their designers: **Thursday, July 2, 10:00 am to 6:00 pm & Friday, July 3, 8:00 am to 10:30 am**, Showcase will open promptly at noon on Friday, July 3.

- We have a tight schedule and these hours are firm. No one will be given special privileges to come in ahead of time to break down their pallets or boxes. This applies to tear down hours as well: **Friday, July 3, 5:00 pm to 8:00 pm**. Once the doors are locked, there will be no reentry.

- If you are late for set-up and it is only two hours away from ribbon cutting, we will give you a one-hour warning before we remove the table from the floor.

- All designers assisting with set-up must be registered for the Partners’ Showcase and wear their name badge at all times. AIFD® can make no exceptions.

- The storage area set aside for Industry Partners’ pallets and boxes will not be used as additional design area.

- We will bring fresh water in buckets for your vases and extra buckets to soak foam. You are responsible for filling your own vases with the clean water. All buckets to soak your foam will be left in your area for your use. All used and unused buckets must be returned to the central collection area for Partners’ Committee and volunteers to take away.

- If you use a large garbage can with a liner to fill with water and soak foam, whether with our approval or not, you are still responsible to remove it and dispose of the water at the designated water disposal area(s).

- At each venue, we have a central location for all trash and cardboards. Partners’ committee and volunteers will clean this area regularly. However, you and your assistants are responsible for cleaning your own area and bringing trash to this central area. Industry Partner volunteers and committee members will not clean up your table.

- You must be able to help and give specific instructions during strike of the table designs if the pieces are heavy or too tall for our volunteers. We do not know the mechanics used.

- Any damage to hotel property will be charged to the Partner. We ask that you take all necessary steps to avoid damage to your designated area.

AIFD® has provided these guidelines to ensure a safe working environment. In the event of any violation, a fine will be applied to the violating Partner. Please contact Brent Leech at brentleech2@gmail.com with any questions or concerns. We hope everyone respects these guidelines so we can continue to do our best for all our Industry Partners.