**Setup, Teardown, and Exhibit Times**

Location: Kittredge Central

Booth Numbers: will not be assigned

Setup: Tuesday, August 2nd from 12-6PM

Tear Down: Thursday, August 4th after 3pm

Exhibit Dates/Times: Wednesday morning through Thursday afternoon

*For parking instructions and maps see the* [*Business Partner Parking and Setup Information*](http://www.cfta.org/assets/documents/Conference_Materials/CFTA2016/bp_parkingoptions.pdf) *or the* [*Event Overview Map*](http://binged.it/1oxAJh7)

**Registration Options**

* Tuesday, August 2nd from 12-6PM in Kittredge Central *Note: same location and times as setup.* Moved to Millennium Hotel Pavilion during Welcome Reception.
* Wednesday, August 3rd from 7-12PM

**Vendor Space**

Tables: standard 30”x60” table with skirting around the edges. 2 chairs will be provided at each table. Diamond sponsors receive a two-table setup.

Flooring: Carpeted

Internet: Wired internet is not available. Campus Wi-Fi is available at no cost. *Click* [*here*](http://www.colorado.edu/oit/services/networking-internet-services/ucb-guest-wireless) *for details.*

Electricity: 110 V power outlets are available at no cost to you. Please bring a 25 Ft. power cord and a power strip/surge protector in order to have more than one outlet to plug your equipment into. Some outlets are not in the immediate vicinity of the vendor tables.

**Session Room Resources**

VGA, HDMI, and USB connections are available for presentations in the session rooms. Please bring your own adaptors to enable you to plug-in to one of these connections.

**Location/Address/Contact for Shipping Supplies**

Kristine Grosland, CU Conference Services

Attn: CFTA, 2480 Kittredge Loop Dr. #1953

Boulder, CO 80310

(cell) 303-598-1150

Items should be shipped to be delivered no later than July 29th. Email tracking number to: [Kristine.Grosland@Colorado.EDU](mailto:Kristine.Grosland@Colorado.EDU)

**Questions & Primary Contact**

Phil Martin

CFTA Director, Conference Planning Chair

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(cell) 303-489-9041