When You Arrive on Site

ALL ATTENDEES

- Please follow all signage directing you to the registration area located on Level 2.
- Please note that doors are marked for either entrance or exit.
- All attendees must collect his or her badge before entering the exhibition rooms or conference.
- All attendees must wear masks/facial coverings while at the event.

When You Arrive On Site

EXHIBITORS

Exhibitors and stand-builders that arrive to set up before registration is officially open can access the halls through the loading dock. First, check in with the Marriott Marquis security at the back dock for a health screening and to receive your wristband. You can then pick up your badge during registration hours. Please make sure you wear your mask when checking in.

Physical/Social Distancing

ALL ATTENDEES

- All event activities will take place with social/physical distancing in mind.
- Please keep a 4-6-foot distance between yourself and other attendees.
- Avoid handshakes and embraces as greetings.
- Take advantage of event technology! Use the ILTA Event App to connect with other attendees, find exhibitors and get the latest event information.
- Floorplans have been adjusted, aisles have been widened and considerations have been made in the event setup to allow for adequate crowd distribution.

If you have any questions, please contact: iltaconference@ilta.org
Physical/Social Distancing

ILTA is adhering to social/physical distancing in all facets of the event. Considerations have been made in conference rooms and at registration. We ask exhibitors to adhere to this policy during the exhibition.

- All booth activities (meetings, receptions, demonstrations, etc.) should accommodate for social distancing. We request that you staff your booth with no more than two booth personnel per 10 x 10 space at any one time.

  - All booth activities (meetings, receptions, demonstrations, etc.) should accommodate for social distancing. We request that you staff your booth with no more than two booth personnel per 10 x 10 space at any one time.

  - Meeting areas/furniture in your booth should be arranged to accommodate a safe physical distance between booth personnel and trade show visitors.

- Take advantage of event technology
  - Use lead retrieval for contact-free scanning of attendee badges to effectively follow up on leads from the event! See the Exhibitor Kit for information.
  - Connect with attendees through the ILTA Event App and post regularly on the activity feed.

Booth Activities

- Please limit physical giveaways at the booth to avoid high touch points.

- Stand Catering/Receptions
  - Outside catering is STRICTLY PROHIBITED at the Marriott Marquis.

Tips and suggestions for Exhibitors

- Exhibitors are encouraged to ship to the Freeman warehouse to manage freight processing in a more controlled environment.

- Consider touchless (electronic and digital) alternatives to engagement, collateral material and giveaways

Registration

ALL ATTENDEES

- For maximum badging efficiency, please come prepared with your barcode confirmation ready to display on your mobile device or confirmation letter.

- All attendees are strongly encouraged to register online prior to arriving at the event. Online registration will remain open throughout the event. Retrieve your badge simply by sharing your name or barcode when you arrive.

- Signage and floor markings will indicate safe distances for attendees while lining up for badges.

- Registration staff will have masks and the Marriott Marquis will provide plexiglass separators to ensure safety.

If you have any questions, please contact: iltaconference@ilda.org
**Registration**

**EXHIBITORS**

Avoid lines!! Exhibitors may collect badges on setup days to avoid crowds and allow for easy access to the hall before the show opens.

- Please come prepared with your barcode confirmation ready to display on your mobile device or your confirmation letter.

**Registration Hours:**

**Avoid the crowds: pick up before show days!**

- Saturday, November 14: 5:00 PM - 8:00 PM
- Sunday, November 15: 8:30 AM - 5:00 PM
- Monday, November 16: 7:00 AM - 5:00 PM
- Tuesday, November 17: 7:00 AM - 4:00 PM

**Show Hours:**

- Monday, November 16: 10:30 AM - 11:20 AM, 12:20 PM - 1:20 PM
- Tuesday, November 17: 3:30 PM - 5:30 PM, 8:30 AM - 1:00 PM

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**Hygiene**

**ALL ATTENDEES**

- **All Attendees must wear masks or face coverings for the duration of the event.**
  - Individual(s) should wash their hands before putting on a face covering.
  - Same side of the mask should be placed against the face/mouth each time to avoid wearing the “contaminated side” against the nose and mouth.
  - Face covering should be removed using the straps, and avoid touching the part which protects the face.
  - Reusable face masks should be worn no more than twice. After that, wash or replace with a fresh mask.
  - Marriott has positioned touchless hand sanitizer stations throughout the hotel, including in restrooms, meeting rooms and the exhibit hall.
  - **Wash your hands often! Do so especially when you’ve been in high-touch areas like on escalators, in elevators or seating areas.**
  - **AVOID touching the eyes, nose and mouth.**

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**Hygiene**

**EXHIBITORS**

- Stand cleaning is available from Freeman. Please see the Exhibitor Kit for information.
- We request that you regularly disinfect your stand throughout the event.
- Masks for all booth workers are required.
- Include signage promoting health and safety best practices.

If you have any questions, please contact: iltaconference@ilta.org
Health Checks

**ALL ATTENDEES**

Show management is closely monitoring the advice from local health authorities on screening participants. We will follow that guidance.

- If you are not feeling well, or are beginning to show symptoms, please do not come to the event.
- If you begin to feel unwell at the event, on-site medical personnel are available to assist. Please contact the nearest ILTA staff member, Marriott staff person or security staff personnel to be directed to the medical team.

**EXHIBITORS**

- High contact touch points such as tools, equipment, materials should be sanitized regularly.
- Additional PPE, including masks or facial shields are required.

Go with the Flow (of traffic)

**ALL ATTENDEES**

One-way aisles are in effect within the exhibition hall to minimize physical bottle necks

- Entrance Only and Exit Only doors are in effect.
- Attendees are discouraged from gathering at entrances and causing traffic jams.
- If an entrance is crowded, please take advantage of a lobby networking area until the crowd disperses and entrances are clear.
- Time your visit carefully.

Conference Delegates

- Microphones should not be shared and will be sanitized before and after each use.
- Attendees are asked to clear all conference rooms after sessions have finished for a thorough room cleaning. Please help us expedite this process by exiting rooms at the end of sessions.
- All social distancing measures and protocols remain in effect during conference sessions, including the wearing of masks and spacing between seating.
- Plexiglass shields will be install between speakers.

If you have any questions, please contact:  iltaconference@ilta.org