



Set Up and Tear Down Times

Please remember the combined rooms Ballroom ____ and Ballroom ____ will be available for setup from:

- *7:00am to 5:00 pm*

Tear down times:

- *7:30pm-10:00pm*
- *8:00am to 5:00pm*

No one will be allowed to setup their booths once lunch has started. I will have access to the room during the day and will be available to let you in. The rooms are locked but we ask that no one leave any valuables.