



6th Annual Entrepreneurship and Small Business Summit – ESBS 2019

Thursday, May 9, 2019

The Busbee International Center (Building #700)

Gwinnett Technical College – 5150 Sugarloaf Parkway, Lawrenceville, GA 30043

For ALL Exhibitors

Information for Exhibiting (Please read entirely):

1. Exhibiting is on a first come, first serve arrangement for the available 20 vending spaces. Full exhibitor cost is \$175.00 (non-refundable). Final (total) payment of \$175.00 is due no later than April 20, 2019. Please be mindful of the due date. We will not hold spaces for exhibitors without full payment, and payments will **NOT** be accepted on the day of the event. So, please make sure to pay for your space before all are sold out. They will go fast.
2. Each exhibitor will have one covered table and two chairs, but you must bring your own personal customized table covers, pull up banners, and all marketing materials. No tents are allowed. The space will not accommodate any elaborate setup, which is customary at a trade show in larger settings. There are no back drops for these configurations.
3. No materials will be taped, screwed, nailed, or tacked to the walls of the Busbee Center. ***(Thompson Management Consulting, LLC or Gwinnett Technical College will not be responsible for any damage committed by exhibitors to the facility.)***
4. If you require access to a 120VAC/60Hz power outlet, please indicate this need. You will be required to bring your own extension cords, but no cords shall be extended into the walking path of traffic, where anyone can trip over them.
5. There will be WiFi for those who need to access the Internet.



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6. **PAYMENT:** There are two payment options for exhibitors:
 - a. **Preferred payment option** – All payments are accepted using a valid credit or debit card online at www.b2bconference.net. Go to the Registration link, click on Exhibitor, complete the application, then look for the “Pay Here and Submit” button at the bottom of the application to complete your payment. An invoice will be made available for you to print out and bring to the conference as verification of your payment.
 - b. **Secondary payment option** - Payments (MAILED) are accepted in the form of a money order, business check, and cashier’s/certified bank check only, if you do not have the ability to pay online. **No cash or personal checks will be accepted.** An invoice will be provided for you upon receipt of payment.
7. If you are paying close to the cut-off date (April 20, 2019), please call (404) 587-3949 or email us at info@tmconsultingllc.com to confirm available space.
8. **If using the secondary payment option**, payments should be made payable to Thompson Management Consulting, LLC.
9. **If using the secondary payment option**, payments should be mailed to Thompson Management Consulting, LLC – P.O. Box 69, Lawrenceville, GA 30046
10. ALL final (complete) payments should be made no later than April 20, 2019. **No exhibitor will be allowed to set up without a payment. No payments are accepted on-site the day of the event. All exhibitor payments must be paid in advance.**
11. There should only be one company per table, no doubling up (subleasing).



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12. All exhibitors should arrive no later than 6:30AM to set up vending tables. The building should be open by 6:00AM, if you wish to arrive earlier
13. Exhibiting begins at 8:30AM and closes promptly at 4:00PM.
14. Vehicles are allowed to park **temporarily** in the offloading area (see diagram below), at the ground level of Building #700, but you must remove your vehicles immediately after offloading. You will be towed if your vehicle is not moved and parked in the proper area.
15. We will try to have as many utility carts as the college makes available, but please bring your own carts with you, if needed. We may have a few volunteers available to assist as well.
16. Please submit the full names of individuals who will be accompanying you to exhibit. A badge will be made for each exhibiting team member. Each exhibitor is allowed one (1) additional individual to assist with exhibiting. Total of 2 exhibitors per table.
17. All exhibitors are responsible for cleaning up their areas when the event concludes.
18. Free parking is available at The Busbee International Center (Building #700). Please park in the appropriate designated areas. Thompson Management Consulting, LLC or Gwinnett Technical College will not be responsible for any vehicles which are parked improperly or unattended. Look carefully for the signs.
19. All exhibitors must exit the building no later than 5:00 p.m....**NO EXCEPTIONS!!**



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Exhibitor Meeting: After April 20, 2019, when all Exhibitors are completely registered and have completed their payment, there will be an Exhibitor meeting. Date, time, and location TBD. The purpose of this meeting is to brief all Exhibitors on expectations, review the guidelines, and receive important information. All **paid** vendors will be notified of the date, time, and location of the Exhibitor meeting.

Thank you very much for your support and cooperation, and I wish everyone a wonderful and value-added experience.

