**EXHIBITOR INFORMATION**

**2023 Spring Conference, Colorado Springs Colorado, June 21,22 & 23**

**Our Host Airport: The Colorado Springs Airport**

Dear Exhibitor,

The CAOA would like to thank you for attending our annual Spring Conference and for displaying your company’s products and services to the Colorado Airport & Aviation Professionals. The following is a basic review of the exhibitor space, services provided at The Double Tree by Hilton Hotel Conference Center and contact information that may assist you in setting up your display.

The exhibit area is designed for up to 25-Exhibitors located directly outside the main Conference room where all the sessions, meals and breaks, will be held.

Exhibit Table can be purchased for $350.00 at coloradoairports.org > Spring Conference

Exhibit tables are 6-foot, include table cloth, table skirt and 2-chairs.

Exhibit area will have WiFi access

***Conference Registration is not included with a table purchase.***

***The Upper level sponsorships include partial registration, See, Sponsorship Chart on website***

Electrical available. Voltage is standard 110V household type power. Available along the walls in the exhibit area. We ***Highly*** recommend that you bring a 50-foot extension cord.

Foot traffic: Expect good foot traffic in the Hallway exhibit area. The hallway is strategically placed where attendees have to travel through the area, coming to and from the conference room and during session breaks.

Exhibitor Contacts: For CAOA, Ken Lawson, 303 947 7815, khlawson68@gmail.com, For The Colorado Springs Airport, Jennifer Cook at 719-550-1956, jennifer.cook@coloradosprings.gov

SHIPPING: Incoming freight: DoubleTree By Hilton Colorado Springs, 1775 East Cheyenne Mountain Blvd., Colorado Springs, CO 80906, 719-576-8900

**REMINDERS:** ***Get your name out there!***

Event Sponsorships are always welcome. See Website for further details. www.coloradoairports.org

During the Conference we will be drawing for door prizes. The CAOA will be accepting give-away items for the door prize drawings up to the last day of the event.

**LOGO’s:** Exhibitors, please make sure we have the latest Logo your company would like to use. Best format is PDF. (EPS also OK). Will need 10-days prior to the event. Send logo to khlawson68@gmail.com Again, the CAOA would like to thank you for your participation at our 2023 Spring Conference. Ken Lawson, CAOA, 303 947 7815, khlawson68@gmail.com