



EXHIBITOR INSTRUCTIONS

Thank you for supporting AWRA as a Annual Conference Exhibitor.
We look forward to your continued participation and involvement with AWRA!

CONFERENCE DATES & LOCATION

November 6-8, 2023

Embassy Suites by Hilton Research Triangle
201 Harrison Oaks Blvd.
Cary, NC 27513

NOTE: A limited room block is reserved at the Embassy Suites by Hilton Research Triangle hotel for a reduced rate until **October 20, 2023**. Please [book your accommodations directly with the hotel](#) as availability cannot be guaranteed.

SHIPPING DETAILS

Arrival Instructions

Ship exhibit materials to arrive no earlier than **November 3, 2023**. Please label box/es as follows:

Embassy Suites by Hilton Raleigh Durham Research Triangle

ATTN: Responsible Party's Name (Receiver from your company) and booth number– 2023 AWRA Conference

201 Harrison Oaks Blvd., Cary, NC 27513

Hold for _____ [Insert your on-site contact's name]

Box(es) _____ of _____ [multiple boxes MUST be numbered]

Return Instructions

Bring your pre-paid return shipping label(s) with you. UPS and FedEx services do not have regular pick-ups at this hotel. **You must schedule your pickup.** Pack all materials and attach your pre-paid return shipping label(s). Leave your boxes at the front desk for hotel staff to place in the shipping area. Please advise the hotel staff once this is done. **Packages need to be picked up by the end of the day on November 8, 2023.**

EXHIBITS LOCATION & SCHEDULE

Pre-Function Area

Exhibit space includes a 6' table and two chairs. All exhibit locations have access to an outlet within 10 feet. Please bring extra extension cords. If you require power or AV needs in addition to an outlet, contact Tiffany Park (membership@awra.org) and she will put you in touch with the hotel provider.

Set Up: SUNDAY, November 5 from 2:00 PM – 5:00 PM

Show Hours: MONDAY, November 6 from 8:00 AM – 3:30 PM
& 5:00 PM – 6:30 PM

TUESDAY, November 7 from 8:30 AM – 3:30 PM

Breakdown: TUESDAY, November 8 from 3:30 PM – 5:00 PM

Questions? Contact: [Tiffany Park membership@awra.org](mailto:membership@awra.org)

