

# PATHWAYS FALL 2024 NATURAL LIVING EXPO

Sunday, October 6 | 10AM - 6PM

*Samuel Riggs IV Alumni Center, Univ. of Maryland-College Park Campus*  
• Vendor Notes and Procedures •

**Welcome to the NATURAL LIVING EXPO!** If you are a returning vendor, welcome back! Procedures will differ somewhat from other events you have attended. If you are a new vendor, welcome! Thank you all for your participation with what promises to be a rewarding and exciting event! Please read the following information vital to make your day successful. If you have any questions, call us at 240-247-0393 or email [pathwaysads@gmail.com](mailto:pathwaysads@gmail.com).

## SHOW SCHEDULE:

**All booths must be set up and ready by 9:45am on event day.** The Exhibitor schedule is as follows:

**7:30am - 9:45am: Exhibitor Arrival & Set Up.** Please arrive **ON TIME** to allow yourself /your staff sufficient time for set up. We recommend bringing your own carts and hand trucks for efficient loading/unloading. We'll have our staff onsite to assist with morning load-in, available first come-first serve. The Exhibitor load-in/out area is in the circular driveway in front of the venue, and then through the building's main entrance. (See map below.)

**10:00am - 6:00pm: Exhibit Hall Hours.** We ask all participants to keep their booths up and running until 6:00pm. All booths must cease operations at 6:00pm to ensure a timely breakdown.

**6:00pm - 8:00pm: Exhibitor Breakdown & Load Out.** **You are responsible for your own breakdown and load out at the end of the Expo. Please plan accordingly.**

## WHEN YOU ARRIVE:

- **If your load-in is fast, easy and self-manageable...** *park first* and use the main entrance for the event venue. There is FREE Parking available behind our event venue in Lots 1B and Z. The parking garage next to the venue is available but charges an hourly fee. (See map, below.)
- **If you require assistance with load in...** pull your car directly up to the designated load in/out area. **PLEASE UNLOAD AND THEN MOVE YOUR CAR INTO A PARKING SPACE!** We have 80+ booths to move in. It's crucial you move your vehicle right away.
- Please CHECK IN at the Event Main Registration Desk to pick up your Exhibitor badge(s) and day-of event materials, if applicable.
- **Booth size is 8 ft. x 8 ft.** and includes one 6-foot table, tablecloth and 2 chairs; more chairs are available upon request (subject to availability). The exhibit hall set up is open; the only pipe and drape is a 3-foot backing in the two center aisles. **Your set-up must fit within your 8' x 8' allotted space.** We do not allow chairs or any other material to be placed in the aisles.
- **For 4 ft. x 4 ft. Booths (limited #)** - includes one 4 ft. high cocktail table and 1 chair. **Your set-up must fit within your 4' x 4' allotted space.** We do not allow chairs or any other material to be placed in the aisles.

- Event venue policy forbids hanging anything on facility walls. All signage/posters/displays must be table-top or self-supported with an easel, stand, etc. Please bring your own, if applicable. Self-standing backdrops should be no more than 4 ft. high.
- All booths will have access to electricity within 20 ft (or less). If you need electricity, please bring a multi-plug bar and an extension cord (20 ft max).
- If you are planning on playing videos or music at your booth, be respectful and considerate of your neighbors & attendees and keep the volume low. **Fire laws prohibit the burning of incense or candles.**
- **RE: WIFI... WiFi at the Samuel Riggs IV Alumni Center is FREE.** We recommend being prepared to use your data, personal hotspot, etc., in the event the WiFi gets overloaded or service is slow.
- **BOOTH WORKERS:** You are allowed up to four (4) additional staff members working at your booth during exhibiting hours. Submit their names in advance to get them on the Exhibitor Check-in List. **Email names by no later than Friday, October 4 to: [pathwaysads@gmail.com](mailto:pathwaysads@gmail.com), Subject: Booth Workers.**
- **FOOD & BEVERAGE: There is no onsite dining at this facility.** We will have Food Trucks parked outside on site from approx. 12pm-4pm for food & drink purchases; a food truck serving coffee will be on hand starting at 7:30am. If you have special dietary needs, play it safe and bring your own meals. We also recommend bringing your own refillable water bottle and snacks.

## FOR WORKSHOP PRESENTERS:

- **Workshops are 50 minutes each.** Kindly be mindful of this limit and plan your talk accordingly so we can turn over the rooms between speakers promptly. Rooms are set theater style with a table for presenters. Room sizes will vary.
- **Pathways Productions no longer provides any A/V equipment. Any A/V needs must be supplied by the presenter.** (Venues charge a substantial fee to rent A/V equipment, if they even offer it.) We recommend not using electronic A/V unless you absolutely need it.

## IMPORTANT LINKS:

**OUR WEBSITE:** [www.PathwaysProductions.com](http://www.PathwaysProductions.com)

Fall Expo home: <https://www.pathwaysmagazineonline.com/expos-and-events/fall-expo/>

Vendor Information page:

[www.pathwaysproductions.com/expos-and-events/vendor-information/](http://www.pathwaysproductions.com/expos-and-events/vendor-information/)

**ONLINE TICKETING THRU EVENTBRITE: Direct Links Pending**

Follow our Pathways Productions event page at:

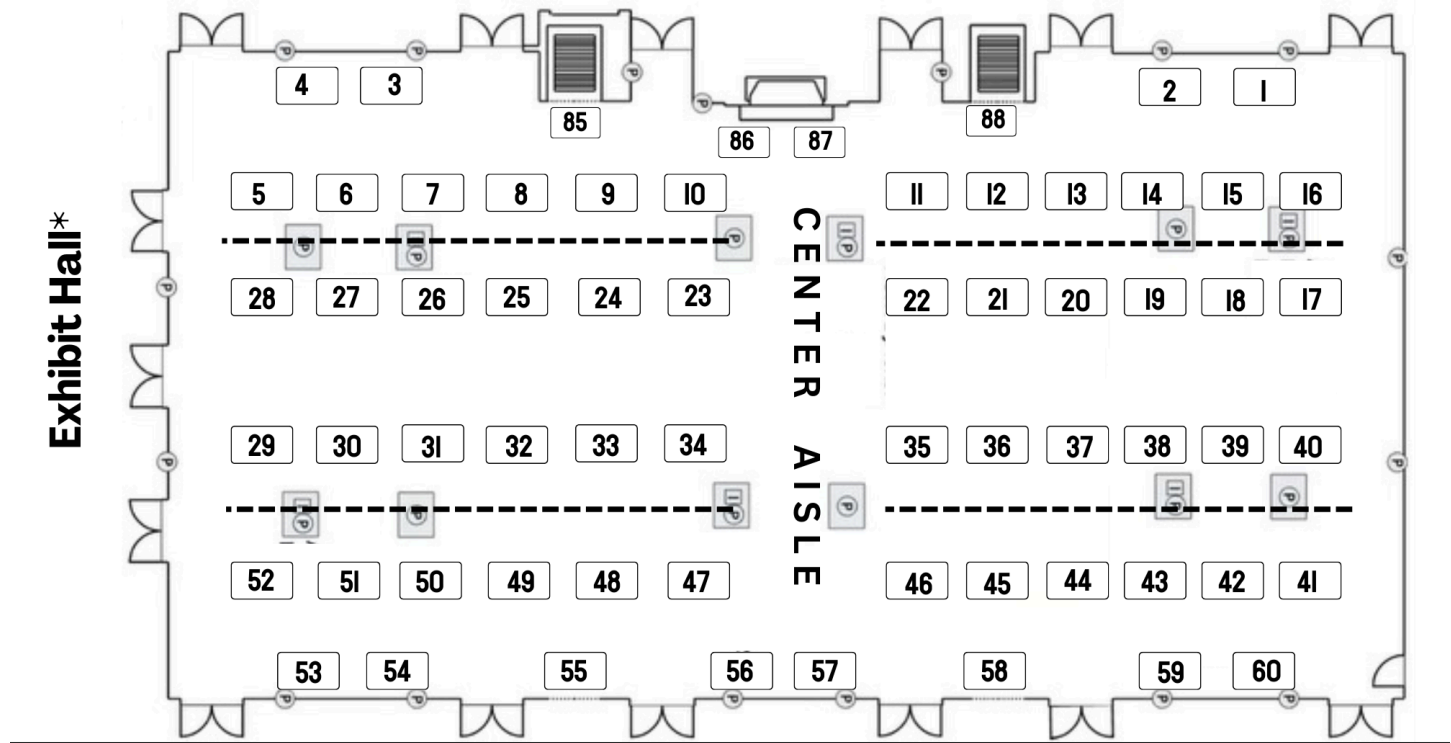
<https://www.eventbrite.com/e/pathways-fall-2024-natural-living-expo-tickets-1004654056327>

**VENDOR VIP TICKET CODE: FA24VIP**

This code unlocks a VIP Free Admission Ticket option for your guests. Share your code with up to 10 guests who will come to the expo! (There is a 4-ticket limit per order.) This is a very important component for a successful expo.

**Venue Website:** <https://www.riggs.umd.edu/>

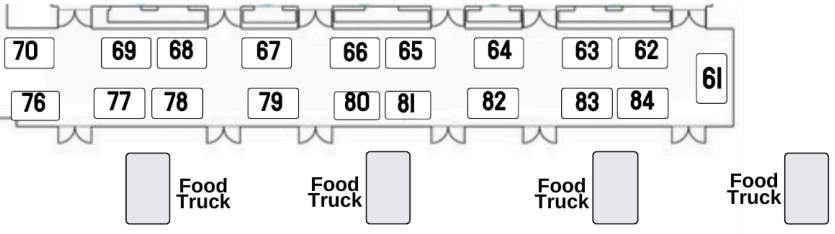
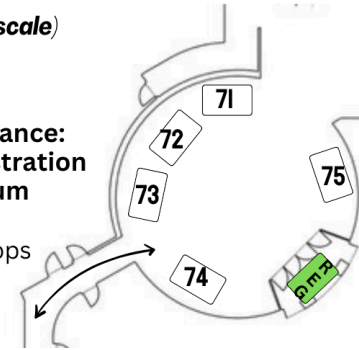
# Expo Floor Plan:



(\*Not to scale)

Main Entrance:  
Event Registration  
& Atrium

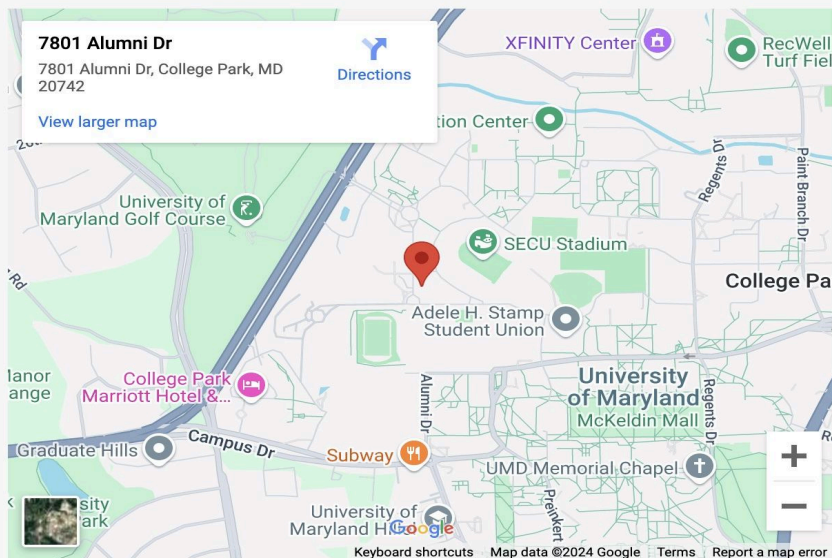
To Workshops  
Rooms



**Pathways' Fall Natural Living Expo • Booth Map & Floor Plan\***  
Samuel Riggs IV Alumni Center, College Park, MD | Sunday, October 6, 10am - 6pm |

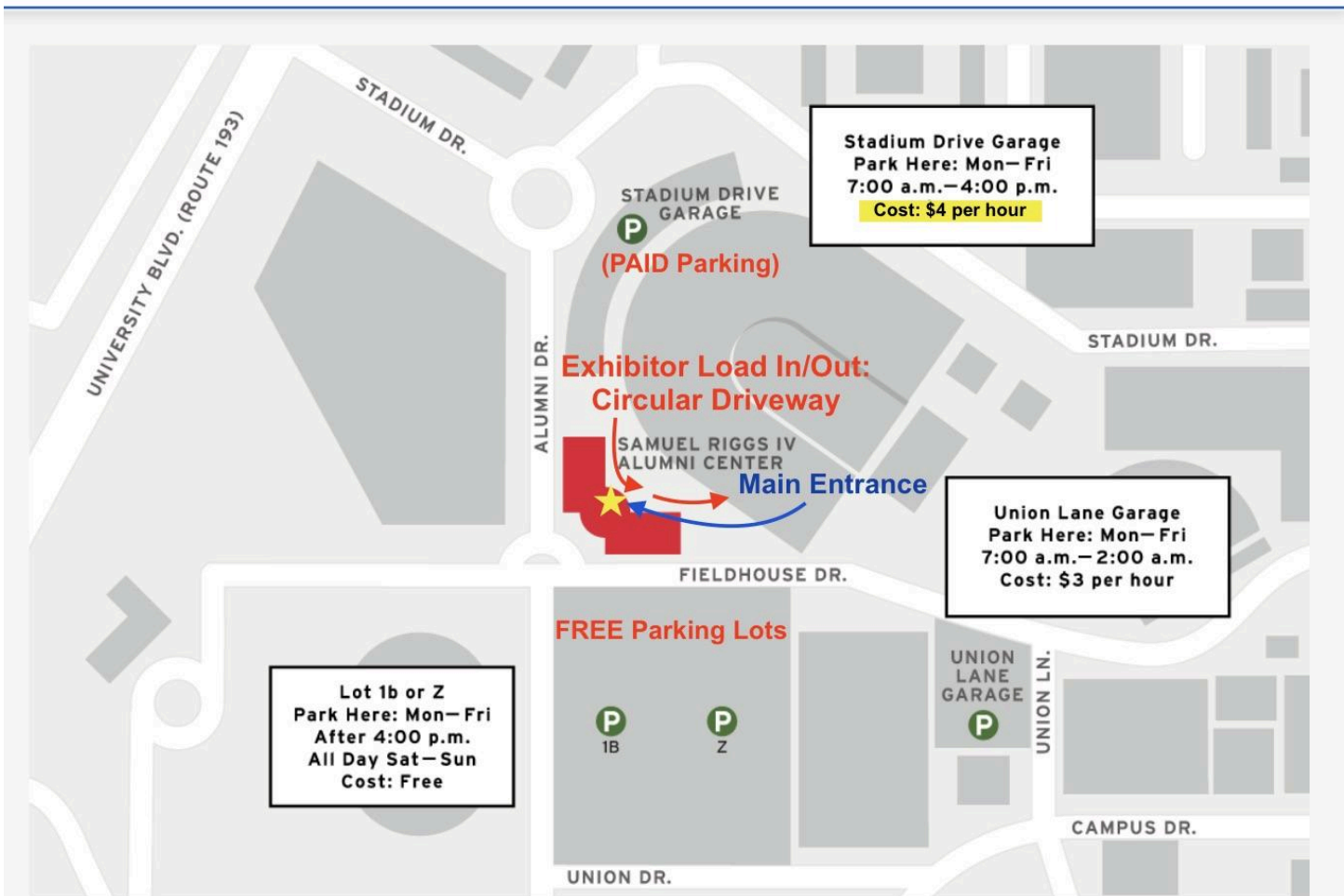
## – Directions

The Samuel Riggs IV Alumni Center is on the University of Maryland, College Park campus—conveniently located off of I-495 and close to the College Park Metro Station. The center is on the university's northwest corner, next to the Clarice Smith Performing Arts Center and Maryland Stadium.



## Expo Exhibitor Load-in/out, Parking, Main Entrance:

### - Parking



Limited free parking is available Monday-Friday after 4 p.m. and all day Saturday and Sunday in surface Lot 1b, located behind the Riggs Alumni Center.

Paid parking is available in the Stadium Drive garage for a rate of \$3 per hour at all times. The garage is located adjacent to the Riggs Alumni Center and the Moxley Gardens.

Parking Instructions for the Stadium Drive Garage:

- ▶ Please pay for your parking immediately after parking your car in the garage. Remember your space number and enter it into the machine located directly outside of the garage, or use the mobile app Park Mobile.
- ▶ If you have been provided with a validation code, please remember your space number and enter the validation code in lieu of payment at the machine located directly outside of the garage. Validation codes cannot be used with Park Mobile.