



The *2019 PDA Visual Inspection Forum* is one week away!

Check out the information below to stay up to date on important due dates and other relevant information about Exhibitor Registration, hotel reservations, and remaining sponsorship opportunities to help you make the most out of your participation in this show.

Show Information

Show Hours: All events take place in the Exhibit Hall unless otherwise noted. *Please be sure to arrive in the Exhibit Hall 15 minutes prior to scheduled break times in case sessions conclude early.*

Monday, April 22

- 1:00 p.m. – 7:00 p.m. – Exhibitor Set Up
- 3:00 p.m. – 6:00p.m. – Registration Open

Tuesday, April 23

- 7:30 a.m. – 5:30 p.m. – Registration Open
- 7:30 a.m. – 8:30 a.m. – Continental Breakfast; Exhibitors are welcome to come. Exhibit Hall closed at this time.
- 9:45 a.m. – 6:45 p.m. – Exhibit Hall Open

- 10:00 a.m. – 10:45 a.m. – Refreshment Break and Poster Presentations in the Exhibit Hall
- 12:15 p.m. – 1:30 p.m. – Lunch in Exhibit Hall
- 3:00 p.m. – 3:45 p.m. – Refreshment Break and Poster Presentations in the Exhibit Hall
- 5:15 p.m. – 6:45 p.m. – Networking Reception in the Exhibit Hall

Wednesday, April 24

- 7:15 a.m. – 5:30 p.m. – Registration Open
- 7:15 a.m. – 8:30 a.m. – Continental Breakfast; Exhibitors are welcome to come.
- 9:45 a.m. – 3:30 p.m. – Exhibit Hall Open
- 10:00 a.m. – 10:45 a.m. – Refreshment Break and Poster Presentations in the Exhibit Hall
- 12:15 p.m. – 1:45 p.m. – Lunch
- 2:45 p.m. – 3:30 p.m. – Refreshment Break and Poster Presentations in the Exhibit Hall
- 3:30 p.m. – 5:45 p.m. – Exhibitor Breakdown

Please note: This schedule is subject to change.

Deadlines and Forms

Service Kit: The Service Kit includes information regarding shipping your exhibit materials, the electrical form, and the show Audio/Visual form. We highly recommend that when shipping your materials, you ship through PDA's Show decorator as the decorator will deliver your materials directly to your booth. Materials shipped through another service (e.g., FedEx, UPS) may incur additional fees, including handling and storage fees charged by the hotel.

Exhibitor Registration and Company Product Form: This form was **due Feb. 4**. As an exhibitor, you will receive one Full Conference Pass and one Exhibit-Only Pass per 10'x10' booth. Please note, there will be a \$50 change fee for any registration submissions/substitutions made from now until the Forum, as the deadline for Exhibitor Registration has passed.

View your company's abstract on file. Submissions for the Final Program are no longer being accepted. We can only update your listing online. Please provide a company description (50 words or fewer) about your company's products and services by email to **Alison Caballero** at caballero@pda.org.

Hotel Reservations: A block of rooms has been reserved for Conference participants at the **Marriott Marquis Washington, DC**. The rate is \$239 for single/double rooms, plus applicable state and local

taxes. Reservations must be secured **by March 25**. Any reservations made **after March 25** can be made on a space- and rate-available basis only. Booking within the PDA guest room block also helps to keep conference costs down. [Book your room online](#).

Promotional Tools: We encourage you to share our Conference ads on your website and social media and in other marketing materials to promote your participation.

Sponsorships: The *2019 PDA Visual Inspection Forum* is the ideal opportunity to get your company's name and services in front of a captive audience. Consider one of our high-profile, cost-effective Sponsorship Packages or advertising options to bring additional attendees to your exhibit space. To request pricing and view our packages, please email hall@pda.org.

It's always a pleasure working with you, and please let us know if we can assist in any way!

The PDA Sales Team,

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Follow us on Twitter [@PDAonline!](#)

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