

## Tabletop Guidelines

### Your Space includes:

- One (1) 6' x 30" Draped Table
- Two (2) Chairs
- Company ID Sign

### General Guidelines

- Tabletop Size: 6' x 30" draped table
- Sponsor materials cannot exceed the 8' x 6' space.
- Graphics, monitors, etc. cannot be mounted or draped.
- Signage & Graphics: Sponsors are permitted to bring pull-up banners and/or tabletop displays, however they must stay within your 8'x6' space.
- Sponsor materials MUST remain on top of or behind the table and cannot be placed in front of it.
- Distributing literature or promotional items outside of your table top space is prohibited.

### Outside Food and Beverage:

In compliance with the venue rules and regulations, outside food and beverages will not be permitted on the property of the Hilton Signia during DTECH Data Centers & AI.

### Electrical and AV:

- Electrical and AV orders may be made through in-house vendor Encore Global. Click this link to begin ordering - **DTECH San Jose Conference - Exhibitor AV Orders**
- If you have any questions or need assistance ordering, please reach out to Krisuan Rosalejos - [krisuan.rosalejos@encoreglobal.com](mailto:krisuan.rosalejos@encoreglobal.com).

### Shipping:

Signia By Hilton San Jose Courier Services manages receiving, handling and delivering materials to visiting guests and groups. Should you need to ship materials directly to the hotel, please note the following procedures and restrictions.

- Heavyweight materials and large crates are not accepted
- Signia by Hilton San Jose does not accept Exhibit Hall freight or COD shipments
- Signia by Hilton San Jose does not store empty boxes or containers
- See our rate sheet for package receiving, moving and storage pricing

Thank you for adhering to these display rules. Please do not hesitate to contact your Exhibitor Services Coordinator, Shawnese Cleveland at [Shawnese.cleveland@clarionevents.com](mailto:Shawnese.cleveland@clarionevents.com) if you have any questions regarding your table top display. If possible, please include a graphic of your display with your email to assist us in answering your questions quickly and accurately.