



# 2025 EAV Sponsors Booth Material Shipment, Set-up and Teardown Instructions



**It is extremely important that all sponsors must follow the following set-up and tear-down date and times**

**Booth Set-up: Monday April 14, 2025 12:00 PM – 8:00 PM**

**Booth Tear-down: Thursday April 17, 2024 5:00 PM – 8:00 PM**



## Booth and Package Shipment Instruction to Marriott for 2025 EAV Conference

- Earliest package arrival date at Marriott ..... Monday, April 7, 2025
- Latest package arrival date at Marriott..... Saturday, April 12, 2025
- All packages must have the sponsor's name on it
- Shipment addressed:

**Sponsor name**

**2025 EAV Booth Material**

**Detroit- Marriott Troy**

**200 W Big Beaver Rd.**

**Troy, MI 48084**

**Att.: Brian Hathaway**

**Phone: (248) 680-9608**

**Email: [brian.hathaway2@marriott.com](mailto:brian.hathaway2@marriott.com)**



## Frequently Asked Questions

- All booths are specific to your assigned location based on your level of sponsorship and date you signed for the conference and seniority level with this conference. Most of the booth sizes with exception of the premium booths are 8' Wide x 6' Depth x 12' Height. A rectangular 6' L x 30" W table and (2) chairs are included. On a limited basis tall round table with high-chairs are available instead of the rectangular table and regular chairs.
- Default table sizes are rectangular 6' Length x 30" Width. Please inquire for specific info for your booth. Table can be omitted upon request.
- Additional chairs can be reserved based on availability. Chairs can also be removed upon request.
- Smaller table can be exchanged for your assigned table size upon request pending availability. Limited rectangular narrow style tables are available.
- Power strips and extension cords will be available for rent from the Detroit Marriott Troy Hotel.