

31st Annual National Gang Violence Conference

Exhibitor Frequently Asked Questions

2023

Do I need to register to be an Exhibitor?

Yes. Registering for the conference helps CGIA staff provide you with a quality event. Registration fee includes a booth with your company's name, two 8' X 10' tables, covers, skirts, two chairs, and a small trash receptacle. You are free to display a company banner in your Exhibitor area.

Where can I register?

Exhibitors can register through this [link](#).

When can we start to set up?

Exhibitors set up any time between 1:00 pm through 6:00 pm on Monday, July 10, 2023. Monday is an early registration date for attendees, and they will be able to attend select optional classes. This will allow time for Exhibitors to set up before the conference begins.

How long do we have to stay at the conference?

We would encourage Exhibitors make every effort to stay to the end of the conference on Friday, however we understand if Exhibitors need to leave early. Many Exhibitors will begin their tear-down as the conference ends on Thursday afternoon / evening.

I need to have items shipped to the hotel; what name do I use?

For shipping items to the conference, Exhibitors should advise their shipping company to ship ATTN: 2023 CGIA Conference. The hotel name and address is: DoubleTree by Hilton Hotel - Anaheim-Orange County 100 The City Drive, Orange, CA 92868. Please confirm with Detective Scott Sorenson about shipping.

Where will Exhibitors be set up at?

We will have a designated Exhibitor Room. Upon arrival to the conference, you will be directed to the Exhibitor Room. All Exhibitors will be located inside the Exhibitor Room. Exhibitors will have a pre-assigned booth with tables, table cover, name tag, chairs, and trash can. If electricity is needed, please make note on your resignation form.

Where do I check in?

When you arrive, notify the CGIA security personnel you are an Exhibitor, and you will be escorted to the Exhibitor Room. You, and any additional personnel, will be provided with an identification name tag, lanyard, and the location of your assigned booth. **It is important that everyone wears their name tag and lanyard while in all conference areas.**

Can I set up equipment outside of my booth area?

You may not set up equipment outside of the booth area. To avoid trip hazards and comply with The Orange County Fire Marshall's directive to restrict any equipment, including power cords, being placed outside of the Exhibitor booths. You are free to set-up as you like within your booth.

Will Wi-Fi be provided during the conference?

Wi-Fi for Exhibitors will not be provided through the conference. You will need to contact the hotel for Wi-Fi information and/or prices.

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Do I need to bring electrical equipment?

Should you require power, it is recommended you bring them. We cannot ensure an extra supply of power cords. If you require a power cord, please advise Detective Sorenson as soon as possible. Should you require power, it is recommended you bring them. We have a limited supply of power cords.

How do I secure my equipment during the evening?

Security will be provided each night in the Exhibitor Room during the overnight hours. The Exhibitor Room will be locked at the end of the conference day and will not reopen until a CGIA board member relieves the security officer.

How do I get a receipt for my registration?

Exhibitors will receive a receipt for their registration fees once payment has been received. Payment options are available upon registration. If special arrangements need to be made by, contact Detective Scott Sorenson. You may mail the Exhibitor registration form and fee to:

CGIA

ATTN: Exhibitor Registration

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