

## CVA EXPO – IMPORTANT INFORMATION

Please read thoroughly and share with anyone representing your business at the Expo.

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### WEDNESDAY, MAY 20 – CVA TRADESHOW

#### EVENT ITINERARY

##### Vendor Setup & Morning Schedule

- **7:30 AM** – Vendor setup begins
- **8:45 AM** – All vendor tables must be fully set
- **9:00 – 9:30 AM** – Lifestyle Director check-in + Vendor Tables OPEN AT 9:00AM\*
- **9:00AM – 11:30 AM** – Vendor Tables OPEN
- **11:30 AM – 12:00 PM** – Raffles
- **11:30 AM – 12:30 PM** – Introductions, raffle drawings & games
- **12:00 PM – 1:00 PM** – Lunch
- **12:00 PM – 1:30 PM** – Vendor Table Tear-down

All vendors MUST be checked in and set-up by no later than start-time of Vendor Tables being open. If you are late, unfortunately, you will not be permitted to table for the event and will also forfeit your registration fee.

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#### VENUE DETAILS

- **Location:** The Club at The Strand  
5840 Strand Blvd., Naples, FL 34110
- Let the Guardhouse know you are here for the CVA Expo

##### Parking Instructions – TBA

- Keep an eye out from our Vendor Relations Director, Karyn Brooks, for an update on load-in and parking details!

**Food & Beverage – Be sure to register for the Vendor Meal if you plan to join us for Breakfast and/or Lunch. Coffee and Water station will be provided!**

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## RAFFLE PRIZE REQUIREMENTS

- Each vendor must provide:
  - **(1) Raffle prize valued at \$25+**

### Allowed:

- Experiences (spa services, cruises, show tickets, etc.)
- Items/services that require **no additional purchase**

### NOT Allowed:

- Discounts or % off services
- Offers requiring attendees to spend money to redeem

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## TABLE VENDOR GUIDELINES

### Check-In & Setup

- Upon Arrival Check in with:
  - Karyn Brooks (CVA Vendor Relations) or volunteer staff at the designated Vendor Check-in Table
- Tables are **pre-assigned**
  - Look for your placard at your space

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### Table Requirements

- **(1) 6ft table per vendor**
  - You **MUST** bring your own table
  - Chair(s) will be provided
- **No additional items allowed:**
  - Extra tables

- Racks
- Floor signage
- Bring your own:
  - Table linens
  - Extension cords (if needed)

⚠ If you need electricity:

- You must let us know in your registration, or notify CVA in advance to the event.
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### **What to Bring**

- 100–125 business cards
  - Marketing/promotional materials
  - Your raffle prize donation
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### **Setup Timing**

- Earliest arrival: **7:30 AM**
  - Go-Time: **8:45 AM**
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### **BREAKDOWN & STAY OPTIONS**

**Vendor Table Ends at 12:00pm, approx. the time that lunch will begin**

#### **Option 1: Leave Early**

- If you're not staying for lunch, Breakdown window: **12:00 PM – 1:00 PM**

#### **Option 2: Stay for Lunch & Networking (must register in advance for this option)**

- Lunch provided
  - Pack up anytime between 12:00pm-1:30pm
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**🚫 STRICT NO-SOLICITATION POLICY**

- **DO NOT** leave your table to approach attendees
- No “walking solicitation” allowed

**You MAY:**

- Stand in front of, beside, or behind your table

**You MAY NOT:**

- Walk around distributing materials
- Approach Lifestyle Directors away from your space

**⚠️ Violations will result in:**

- Not being invited back
- Revocation of CVA membership

**Reminder:**

- Attendees will come to you—focus on creating an inviting space! Have Fun!
- This is a Circus-themed event, so if you want to dress or have fun with your table to fit the theme, feel free!
- Have fun and we look forward to seeing you on May 20<sup>th</sup>!