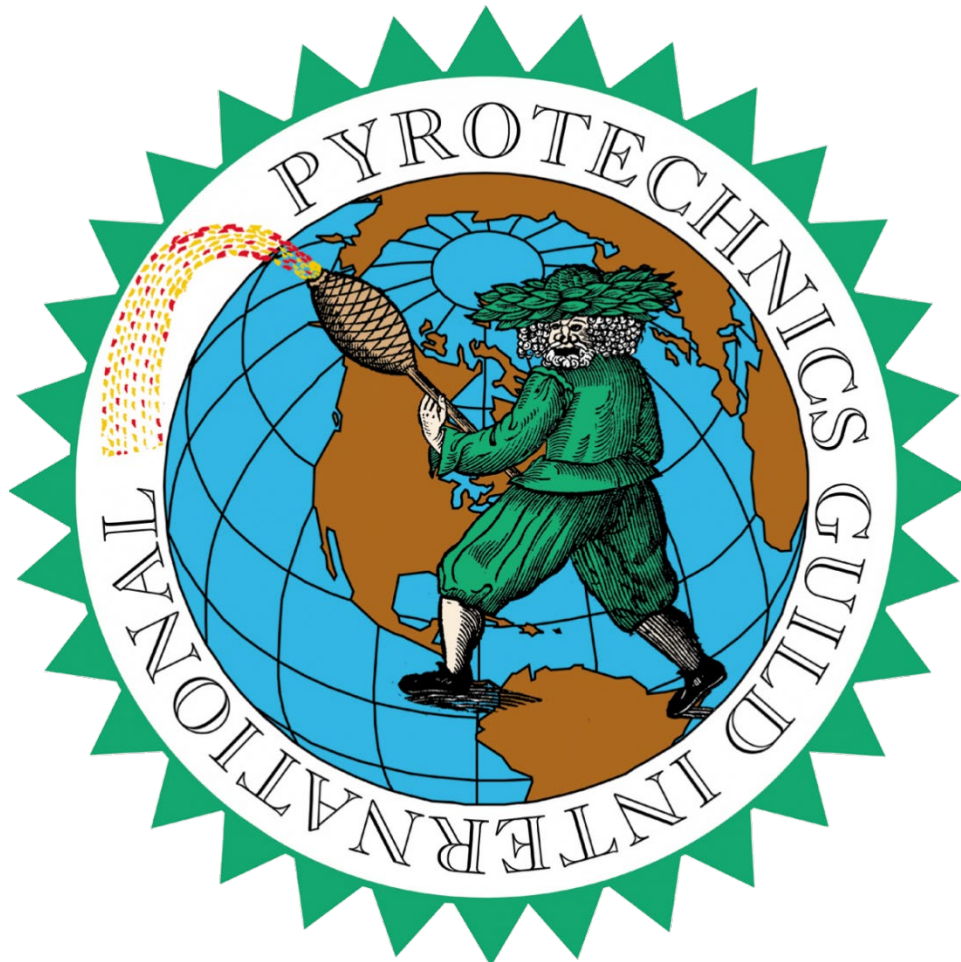


PGI

Manufacturing

Guidelines



Manufacturing at Convention

Please read the information carefully if you plan to manufacture at Convention this year.

Note: Manufacturing registration begins June 1st via email (manufacturing@pgi.org).

- There is a limit of 50 manufacturing stations.
- Stations will be assigned on a first come, first served basis. You must be a current member to register for a space in Manufacturing. Preference will be given to those who are also registered for Convention prior to form submittal.
- Presses will be assigned to perimeter spaces only.
- Each station is required to provide a volunteer for at least one 4-hour shift in Manufacturing. Preferences should be noted on the Manufacturing registration form. Every effort will be made to accommodate day/time requests, however. Historically, most people request early days of Convention, so think about other days you can help in the event that you have to complete your requirement on another day.
- Manufacturers may drop off equipment on Friday afternoon (between 1pm and 6pm) and receive station assignments. If you are arriving after 6pm Friday, you will need to wait until 8am Saturday to unload.
- Please make sure you have your \$50 Manufacturing fee available in cash (exact, no change available) when you arrive.
- Manufacturing activities begin Saturday at 8am. Manufacturers and member visitors must have Convention credentials and receive a safety briefing to enter Manufacturing after 8am Saturday.
- Manufacturing is "open" from 8am until 7pm Saturday through Thursday, 8am until 6pm on Friday, and "closed" during the Thursday Business Meeting and the banquet on Friday (station teardown is allowed during banquet IF we have a volunteer to monitor the area).
- All items placed in the Manufacturing day box must be marked with name and cell phone number. These items must be moved from the Manufacturing day box to the magazine before 7pm each evening (6pm on Friday). Any items left in the day box after 8pm will be removed for destruction.
- Manufacturers must clean up their station before leaving. This includes disassembling the table, stacking table materials in the designated area, sweeping, and returning station paperwork. All stations must be dis-assembled by 6pm Friday evening. Storage bins may be left in Manufacturing until Saturday morning departure.

Questions should be forwarded to manufacturing@pgi.org. Looking forward to seeing you at Convention!