

TCA 2008 National Convention - Vermont Sheraton Burlington Hotel & Conference Center

Information for Trading Pit Vendors

- Unloading and loading will take place on East side of complex next to Conference Center Entrance.
- Follow hotel signs for directions to parking for Conference Center Entrance.
- All vendors must have their TCA 2008 Conference badge on before unloading and entering trading pits to set up. Registration desk is near the Conference Center Entrance.
- Convention volunteers will be available to assist you.
- Very limited carts will be available to assist you. Therefore you might want to bring your own cart/dolly..
- Please unload your items onto your table(s) as quickly as possible as we need to rotate use of the carts.
- Tablecloths are not provided. You will need to bring your own.
- One soft seat chair is provided per table. Additional chairs are available near door C.

Activity Schedule for Traders

Two Day Tables - Lake Champlain Exhibition Hall

Thursday - 12:30pm to 6:00pm	Unload and setup on 8 foot tables
Thursday - 6:00pm to Fri 7:00am	Doors locked with security inside
Friday - 7:00am to 9:00am	Additional vendor setup time
Friday - 9:00am to 4:00pm	Trading Pits Open - TCA Members only!
Friday -- 4:15pm	Vendors exit hall and doors are locked with security inside
Saturday - 8:45am	Doors unlocked for vendors.
Saturday -- 9:00am to 3:00pm	Trading Pits Open - TCA Members only!
Saturday -- 3:00pm to 5:30pm	Teardown and loading (all tables must be cleared)

One Day Tables - Emerald Ballroom - second floor

(Can use elevator near to registration desk)

Friday - 7:00am to 9:00am	Vendors unload and setup on 6 foot tables
Friday - 9:00am to 4:00pm	Trading Pits Open - TCA Members only!
Friday -- 4:00pm to 7:00pm	Vendors Teardown and loading (all tables must be vacated)

Door Schedule (Refer to the Table Layout Map)

One - Day Tables - Emerald Ballroom

Friday - 7:00am to 7:00pm	Door C open, all other doors closed & locked (Very limited carts will be available to assist you.)
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Two Day Tables - Lake Champlain Exhibition Hall

Thursday - 12:30pm to 6:00pm	Doors F, & G open, all other doors closed & locked from outside. (Door G - Limited carts will be available to assist you.)
Thursday - 6:00pm to Fri 7am	All Doors closed & locked from outside with security inside.
Friday - 7:00am to 9:00am	Doors F, & G open, all other doors closed & locked from outside.
Friday - 9:00am to 4:00pm	Door A open to Pits, all other doors closed & locked from outside.
Friday - 4:00pm to 4:15pm	Vendors exit hall for the night via Door A
Friday -- 4:15pm to Sat 8:45am	All Doors closed & locked from outside with security inside.
Saturday - 8:45am to 9:00am	Door B open for vendors, all other closed & doors locked from outside.
Saturday -- 9:00am to 3:00pm	Door A open for Trading, all other doors locked from outside.
Saturday -- 3:00pm to 5:30pm	Doors B, F, & G open, all other doors locked from outside.