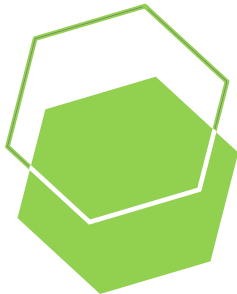
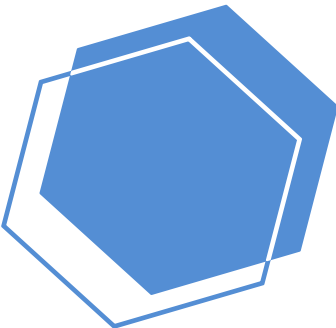


Welcome, and thank you for being part of the Workforce Professional Development Summit Expo Hall at the **Hilton Orlando Lake Buena Vista** on Wednesday, September 16 and Thursday, September 17, 2026. This packet is designed to help you prepare with ease by providing the exhibit details, service contacts, and planning information you need for a successful show.

SHOW SERVICES

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Safety & Security	5



IMPORTANT CONTACT INFORMATION:

ENCORE GOLOBAL AUDIO-VISUAL AND INTERNET SERVICES

Location: Hilton Orlando Lake Buena Vista

Address: 1751 Hotel Plaza Blvd., Lake Buena Vista, FL, 32830

Phone: 407.827.4000

Email: Zachary Holmer, Zachary.Holmer@encoreglobal.com

Place Order: [Encore Event Now](#) | [Audio Visual Solutions](#) | [Order Online](#)

Event Name: **Workforce Summit 2026**

EDLEN ELECTRIC SERVICES

Location: Hilton Orlando Lake Buena Vista

Address: 1751 Hotel Plaza Blvd., Lake Buena Vista, FL, 32830

Phone: 407.854.9991

Email: Orlando@edlen.com

Place Order: [Edlen Electric](#) | [Order Online](#) *(Sign up if it is your first time)*

FEDEX SHIPPING SERVICES

FedEx Office Business Center

Location: Hilton Orlando Lake Buena Vista

Address: 1751 Hotel Plaza Blvd., Lake Buena Vista, FL, 32830

Phone: 407.560.8366

Email: usa5633@fedex.com

For logistical questions, please contact Christine Doyle,
Chris@meetingplanningforyou.com.

GENERAL INFORMATION

WORKFORCE PROFESSIONAL DEVELOPMENT SUMMIT

September 16 – 18, 2026

LOCATION

Hilton Orlando Lake Buena Vista, Grand Ballroom IV & V
1751 Hotel Plaza Blvd., Lake Buena Vista, FL, 32830

EXHIBITOR MOVE-IN

Wednesday, September 16 8:00 AM - 11:00 AM

SHOW HOURS

Wednesday, September 16 11:30 AM - 5:30 PM
Thursday, September 17 7:00 AM - 5:45 PM

EXHIBITOR MOVE-OUT

Thursday, September 17 5:45 PM - 6:30 PM

STANDARD BOOTH EQUIPMENT

Each exhibit area includes the following equipment:

- (1) 6' L x 30" H draped tables for Gold, Silver Sponsors, & Exhibitors
- (2) 6' L x 30" H draped tables for Awards, Diamond & Platinum Sponsors
- (2) Chairs (per table)
- (1) Wastebasket
- (1) Tabletop ID sign 8 ½" x 11"

Please note: The exhibit area is carpeted in a multi-colored pattern.



WHOVA APP INFORMATION

You will receive an email from our online Whova App about setting up your virtual booth and collecting attendee leads. Using the Whova App for the Workforce Summit will allow you to:

- Collect attendee leads using your phone to scan their badge QR codes
- Interact with Summit attendees
- Complete your booth with all your company contact information
- Upload brochures about your products or companies for attendees to review
- Schedule live info sessions or demos
- Provide coupons, giveaways, and raffles to generate more leads



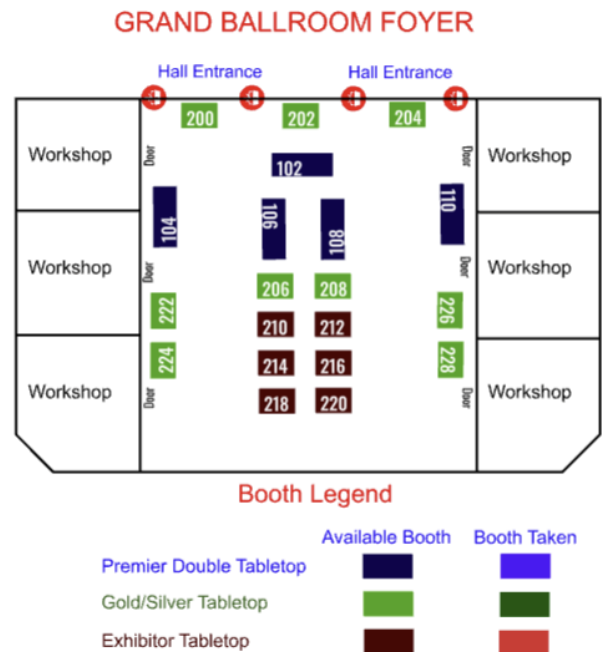
Whova App provides step-by-step instructions on how to set up your booth. You will also receive additional information on how to use the Whova App to communicate with the attendees.

TABLETOP SELECTION

You may choose your tabletop location from the options near the workshop rooms. Please select a booth that matches your sponsorship or exhibitor level, as indicated by the color-coded diagram.

There will also be **Networking with Sponsors: Lite Bites & Prizes**. Nightly receptions will be held in the Exhibitor area to give away prizes. Any sponsor with a prize is welcome to participate; just let us know!

The **SPONSOR RECEPTION** for all eligible sponsors will be held on Wednesday, September 16 at 5:45 PM. More details will be provided at the Summit.



Select your tabletop location: workforcesummit26.expofp.com

EXHIBITOR SAFETY & SECURITY



EXHIBITOR SAFETY

- All exhibitors must set up their displays within the boundaries of their tabletop area.
- Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- All work conducted on tabletops must adhere to facility regulations. For more information, please contact Marti Coley, the event's Sponsorship Chair. In an emergency evacuation, program staff will direct you to the nearest emergency exit, so familiarize yourself with the facility's layout.

EXHIBITOR SECURITY

- The Exhibit Hall is located inside a ballroom that will be locked at night, but this does not guarantee that Exhibitors will not experience loss. Nor does it imply an assumption of liability for an Exhibitor's property by Show Management or their agents
- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all items in their booth. Show Management, facility personnel, and the hotel staff will attempt to guard against theft and damage, but the burden ultimately falls on the Exhibitor. Move-in and move-out are particularly vulnerable times, so protect your exhibit materials carefully.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present to monitor them. For example, plasma screens are a high-theft item. We also recommend not marking the shipping containers "PLASMA SCREEN."
- Do not leave your booth unattended during the busy and crowded move-in and move-out periods.
- Consider covering your exhibit with cloth at the close of each day. This psychological deterrent makes it more difficult for people to handle merchandise, as criminals often look for an easy target first.
- Business tools such as laptop computers, recorders, calculators, and giveaway items are frequently stolen, so they should be watched over and stored safely at night. Don't leave anything at your booth that could be taken.
- Thieves will also take personal items like purses, suit coats, and toolboxes, so do not leave personal belongings unprotected at your tabletop.
- Never store items in containers marked "Empty."

**Workforce Professional
Development Summit
thanks you for all your
Support!**

