

## **Venue Set-up**

### **1. Space for Friday ERCP**

- a. Space accommodates 7 round tables
- b. Space allows privacy for discussion with up to 8 people per table and 15 instructors talking at once
- c. Space provides 1 outlet near round table
- d. Space accommodates 4 long exhibitor tables
- e. Space provides 1 outlet near long exhibitor table
- f. Snack follows an approved budget
- g. Space provides for 2 Registration Tables
- h. Space for Snack set up
- i. Cost of space follows an approved budget

### **2. Space for Saturday Day long program**

- a. Space allows for 100 attendees plus walk ins
- b. Breakfast, Break and lunch follow an approved budget
- c. Space set up includes 3 Registration tables
- d. Space set up includes 1 table for New Member Sign up
- e. Space includes 3 tables for Raffle
- f. Space set up provides for comfortable flow of members throughout breakfast, break, and lunch
- g. 2 sided meal tables available for flow
- h. Space provides for 20 Exhibitor tables
- i. Space provides 1 outlet for exhibitor
- j. Cost of space follows an approved budget

**Total cost of venue must include service charges for AV equipment, rooms, and food**