

## **PODS MWAA 2016**

A POD is a semi-private meeting space with 8 chairs and a skirted, covered table that is 5ft by 6ft. PODS are intended for off-the-trade-show-floor meetings and discussions between the company that reserved the POD and its business partners or prospects. The POD is not intended for exhibits, displays or to attract attention to the exhibitor or sponsor. The POD space is not an annex of the trade show floor display.

By “semi-private” we mean the space is set off with pipe and drape or dividers that are roughly 3 ft. high. MWAA will provide a sign with the name of the sponsor or exhibitor to indicate that the POD is reserved for use by this company only.

Each POD is 9 ft. by 13 ft. or larger. POD sizes vary depending on location. The trade show map on the MWAA web site is roughly to scale.

### **POD hours**

PODS may only be used during hours when the Exhibit Hall is open. For the Exhibit Hall hours, please see the agenda or the Exhibitor Packet.

### **POD rules and pricing**

- You must be either a sponsor or exhibitor to reserve a POD.
- The price of reserving a POD does not include any sponsor, exhibitor or attendee badge.
- Sponsors may reserve a POD for the run of the conference for \$500.
- Exhibitors may reserve a POD for the run of the conference for \$1000.
- All PODS are reserved on a first come, first served basis.
- A sponsor or exhibitor may reserve only one POD per MWAA conference.
- Only the company that reserves the POD may use the POD. No lending, sharing, subletting or transfer of a POD will be permitted. If the POD is being used, an employee of the company that reserved the POD must be present in the POD.
- Exhibitors and sponsors may not set up any tables, furniture, displays, signage, booths or exhibits of any kind in the POD. Exhibitors or sponsors may set up laptops or tablets on the table in the POD, provided the equipment does not
  - 1) exceed a height of 16” above the table top
  - 2) contain any flashing display or otherwise distracting display or any loud or distracting audio

Some PODS are fairly close together so each company that reserves a POD will be expected to respect the other POD users by keeping the noise down. The MWAA Board reserves the right to shut down any activity taking place in a POD that, in its sole judgment, violates the rules of the POD or of the MWAA Conference.

### **POD locations**

There are two locations for PODS in the Renaissance Cleveland ballroom area. The first is in the balcony, where BA-PODS 1-6 are located. The second location is in the Green Room, located to the left of the stage area off the ballroom main floor, where GR-PODS 7-12 are located.

### **POD privacy vs. a private meeting room**

The POD is semi-private. The MWAA has a limited number of private meeting rooms at its disposal that are down the hall from the balcony. Any exhibitor or sponsor needing a private meeting room should contact the MWAA to inquire about rates and reservations. Rates begin at \$2000 for the run of the conference.