

OrigamiUSA Convention Exhibition Guidelines for Exhibitors

1. Set-up

When you arrive to set up, please check in with the exhibition manager to find out the location of your individual display. At that time you will also sign up for your time slot to volunteer during the convention – at a first come first served basis. There will be a copy of the teaching schedule available, so you can choose a time slot that doesn't conflict with any teaching obligations you may have.

Once you enter the exhibition site you will see tables covered with black cloths and black cardboard dividers. Tables will be numbered with the exhibitors names. Any raised platforms should be brought from home. Artists can store empty boxes and packaging materials under the tables but must be removed at the end of the exhibition or they get thrown away.

Try not to overcrowd your models. Each model needs to be identified but the format is a little flexible. A small 2" x 3" label by each model in the format of

TITLE:
Creator:

or

TITLE:
Creator:
Folder:

The label can be flat, tent fold-over cards or some other design as long as the label is subtle and informative.

2. Volunteer Hour

- Check in with the exhibition manager
- Wear an exhibition staff volunteer badge
- Roam the room:
 - Check exhibits for fallen models (inform exhibition manager)
 - Be watchful that all origami models are safe
 - Visitors and exhibition staff volunteers are not allowed to touch the models
 - Answer questions from convention attendees and the public.