

Hi folks,

I'm happy to confirm the use of the PopUp for [REDACTED]! Please save this email and send us your files, questions, jokes, etc. in this thread so we only need to refer to *one* email thread regarding your event.

Please see below for the information we have about your event. Let me know if you have any questions or wish to make adjustments.

**Event/Exhibit Title:** [REDACTED]

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**Event/Exhibit Description:** [REDACTED]

[Please edit this](#)

[as you like and send me the final version for promotion!](#)

**SCHEDULE**

[REDACTED] Exhibit

Install 9am-2pm

Reception 4-6pm

Load-out 2-4pm

*Reception Schedule*

3pm Setup

4pm Doors open

4:30-5pm Speaker portion

6pm Event end

6:30pm EOD

**NOTES (exhibit)**

- Pedestals and display cases
- Some wall hangings, mostly sculptures
- Some larger props/furniture
- Items for sale: Dolls and accessories
- Walking space in center, most things towards the walls

**NOTES (reception)**

- Food table x2 in Salon
- Cafe tables in Salon
- Projector and screen w/ audio component (bringing HDMI laptop)
- Speaker chair and audience chairs TBD
- Lapel mic being brought in

Please [CLICK HERE/](#) for our PopUp Guide Package. In this folder are various important files that you must review carefully. Please sign and send us the **last** page of the Mutual Understanding Agreement, *after* you have read through it! Be sure to prepare your promotional materials, as well.

Please let me know if you have any questions in the meantime!

Thank you,

Doménica Dillon