

Hello IGNITE Exhibitors,

We are excited to be launching the IGNITE Women-Owned Business Expo this year in tandem with the Annual Women in Agribusiness Summit.

We are working to make this valuable and successful both for you and the corporations that are sending their supplier diversity representatives. We wanted to share some information with you to help make your process easier and so that you understand the different components of all that is on happening on Wednesday, September 25.

IGNITE Women-Owned Business Expo

- **Fees:** There are no fees associated with attending or reserving a table
- **Date and Time:** Wednesday, September 25, 8:30 am – 1 pm.
- **Setup:** The exhibit hall will be open on Tuesday, September 24 at 2:00 pm and again Wednesday morning at 6:00 am
- **Breakdown:** 1:00-2:00 pm Wednesday. We ask that you have your table space packed up by 2:00 pm as we have another event in the exhibit hall following IGNITE.
- **Table layout:**
 - One 6-foot table and 2 chairs. Space around the table may be utilized within reason. This is not a booth, but a table and the space around it. Please let us know if you have particular space needs. If you need electrical power at your table, please at contact us and we will put you in contact with the Hyatt. The fee of electrical service is \$75.



- **Registering additional colleagues:** If you have additional colleagues attending to host the table please have them register at this link: <https://wia.highestevents.com/ereg/newreg.php?eventid=363559&categoryid=3102585>. A discount code is not necessary to register.

There is a small market and the Prairie Kitchen restaurant in the Hyatt Regency Hotel as well as many local restaurants just a few minute's walk away for your food and coffee needs.

Supplier diversity representatives from several of the leading Food and Ag companies have committed to attending the Expo. As this is our inaugural event it is difficult for us to predict total attendance.

You'll see signs for the Women in Agribusiness Summit which is completely separate event, also hosted by HighQuest Partners. WIA is a 3-day conference that starts Wednesday afternoon and has a \$1,499 registration fee.

We will do our best to keep you informed as we get closer to the event, but in the meantime, let us know how we can help you. Thank you for being with us for this first ever IGNITE. We are working toward creating a significantly valuable expo for you.

Best regards,
Joy O'Shaughnessy
Chief Operating Officer