

## **Frequently Asked Questions:**

Below are answers to some of the more Frequently Asked Questions regarding booth purchase, exhibit space, and working with the show contractor. Should you have a question or issue not addressed below, please contact Lee Matthews for additional information.

### **Will my booth be furnished?**

No. Booth fees cover the space for you to exhibit and the opportunity to have an audience with quality attendees. Every exhibitor's furnishing needs are different. This helps us keep booth fees low.

### **Is the Expo Hall carpeted?**

No. The Exposition area has a polished concrete floor. If you want carpet in your booth area the show services provider can provide that for you.

### **What does my one full free registration cover?**

The registration includes full access to all General Sessions and Transportation Academy Classes. Includes food & non-alcoholic beverages for all meals, breaks and socials.

### **How can I know which booths are in good locations?**

There are also food and bar locations on the floor plan.

### **How do I reserve a booth?**

Go to the Expo & Sponsorship Web page. After reviewing the resources on this page, you can click on the "Exhibit Now" button at the bottom and follow the process.

### **How do I order a table, chairs, carpet, electricity, internet and other show services?**

In July our show services provider, Fern Exposition & Event Services (Fern Expo), will send you the Exhibitor Service Kit. It will also be available on the event Expo & Sponsorship Web page. Orders can be placed with Fern Expo for most items. Electricity and internet service are typically provided by the event venue. Information on how to order electricity and internet service, as well as shipping information, will be provided in the exhibitor kit.

### **Does NDTA offer a bundled booth package?**

No. All booth furnishings and services are offered on an a la carte basis.

### **I've reserved my booth, now what do I need to do next?**

When you reserved your booth you received a confirmation email which contains your password and a link that will take you to your reservation. There you can update and complete all your booth information, add additional staff, and upload your latest logo.

### **Why are some booths different colors?**

Gold color booths indicate booths in premium locations characterized by better visibility and/or high traffic area such as a food station or beverage station.

### **My company reserved a booth but now is unable to exhibit. Can I get a refund?**

If show management receives a written request for cancellation of space before August 22, 2018, the exhibitor will incur a \$300 processing fee. Exhibitors cancelling after August 22, 2018, will be responsible for 100% of the cost of space.

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### **I'm not able to stay for the full exhibition. What is NDTA's policy on early break-down?**

Our policy is pretty simple: we don't allow early breakdowns. The primary reason is it is a safety issue (with attendees and other exhibitors moving about). Another reason is attendees have paid a conference fee that includes access to the Expo Hall. We want to ensure their experience is a positive one. Additionally, breaking down early isn't being considerate of your fellow exhibitors. However, in case of an emergency which requires you to leave early, notify the NDTA show manager on site and they can arrange for your exhibit to be dismantled and shipped to you upon the close of the Expo Hall. There will be a charge for this service.

**We have reserved a booth but we need to add personnel to work the booth. How do I arrange that?**

If they want to attend any part of the Fall Meeting, you'll need to register them as a full registrant. If they will only be working the booth and not attending any of the functions or sessions outside of the Expo Hall, you can register them as a "booth rep only". That can be done by logging into your booth reservation account, or by calling Patty Casidy at 703-751-5011.

**How do I know if this is the right Expo for my company?**

Contact Lee Matthews to discuss your goals and strategies, and he can advise you accordingly. We ultimately want you to be successful and receive a good ROI.

**What are the benefits of becoming a corporate member?**

One immediate benefit is the corporate member discount on booth space, plus an additional first-time corporate member exhibitor discount. For additional benefits information, visit the membership page or contact Lee Matthews at 703-751-5011.

**Can I coordinate advertising in the Fall Meeting issue of the *DTJ* with the theme of my booth?**

Yes. Contact Bonnie Coggin at 434-326-3539 for advertising information.

**I want to hand out giveaways at my booth. Is there a monetary limit on what government and military attendees can accept?**

Yes - \$20 or less.

**Can I hold a mini-drawing in my booth?**

Yes, as long as the prizes are no more than \$20 in value.

**Can I serve food or drinks in my booth?**

Yes, but it must be approved by show management and coordinated through the hotel.

**Can I ship my booth to myself at the hotel where I am staying?**

Yes but the hotel will charge a receiving and storage fee to your room. You will also have to transport your materials to the Expo Hall on your own. If your budget allows, it is much more practical to ship your booth directly to Fern Expo, and they will have it waiting for you in your assigned booth location when you arrive.