

Frequently Asked Questions:

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

What does the exhibit fee include?

It includes a skirted 6' x 2.25' table top and two chairs, one booth rep registration, visibility on the meeting app, and recognition in the GovTravels Program.

Where is the expo area?

The expo area is in the downstairs lobby which is outside of the Plaza Ballroom, which we call the "Resource Center".

Is there an option for one property hotels?

Yes. It is called the "Economy Option" and it includes a table top and GovTravels' registration for \$995.

Is the expo area carpeted?

Yes. The Resource Center, or Plaza Ballroom lobby, and the Plaza Ballroom, are both carpeted.

Does the exhibit fee include any registrations?

Yes. It includes one booth rep only registration. A GovTravels registration is separate.

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 electricity, internet and other services?

These services are provided by the Hilton Mark Center and order forms are located on the Expo & Sponsorship Web page.

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.

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

Prior to January 10, 2020 exhibitors will receive a 50% refund. Exhibitors cancelling after January 10, 2020, will be responsible for 100% of the cost of space.

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.** One of the reasons 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 area. 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 Lee Matthews.

We have a booth already, but we need to add a person to work the booth. How do I arrange that?

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

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

Contact Lee Matthews. He will discuss with you your goals and business strategy and advise you accordingly. We want you to be successful and get a good ROI.

What are the benefits of becoming a corporate member?

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

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

Yes - \$25.00 or less.

Can I hold a mini-drawing in my booth?

Yes, as long as the prizes are no more than \$25 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, the hotel will charge a receiving and storage fee to your room.