

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 (lmattthews@ndtahq.com) 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?

Yes. The exposition area is beautifully carpeted which will save you some expense.

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 do I purchase a Sponsorship and/or Reserve a booth?

NDTA membership is NOT required to purchase a Sponsorship and/or an Exhibit booth space. However, you and your organization must have an NDTA account profile and you must be an authorized purchasing Point of Contact (POC) for your organization. If you do not have an NDTA account profile you can set up a personal one [here](#). If your organization does not already have a profile, or you are not an authorized POC, please contact events@ndtahq.com. You must have an organization profile and POC authorization before you can purchase a sponsorship and/or reserve an exhibit booth.

If you and your organization already have an existing NDTA account profile and would like to sponsor and/or exhibit go to the [NDTA Expo & Sponsorship](#) page. After reviewing the resources on the webpage, you can click on the "[Sponsor Now](#)" or "[Exhibit Now](#)" button at the top of the page. These links will prompt you to enter your NDTA account username (your email address) and a password.

Sponsors:

After selecting "[Sponsor Now](#)" enter your *organization's name* next to the **Purchase for** field. **DO NOT** enter your own name. The 2023 Fall Meeting sponsorship packages will display. Follow the prompts to complete the purchase. Any exhibit booth discount codes, should you like to exhibit, will be provided in the confirmation email. Follow exhibitor instructions below and use any codes provided in your confirmation email to reserve a booth. Event registration codes and instructions for registration will also be provided in the confirmation email.

Exhibitors

After selecting "[Exhibit Now](#)" hover over your booth of choice from the floorplan and select **Purchase the Booth**>. Enter your Organization name next to **Purchase for** and your individual name next to **Purchased By**. Follow prompts to complete the purchase. Upon completing the booth transaction select the **Continue** > button at the bottom right of the screen and return to the floor plan. Select your reserved booth and select the **Manage My Booth** > Button. From there download your organization's logo and enter a 25-word company description. Any event registration codes and instructions with next steps will be provided in the exhibit booth confirmation email.

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

Later this spring our show services provider, Fern Exposition & Event Services (Fern Expo), will send you the Exhibitor Service Kit. 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.

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 31, 2023, the exhibitor will incur a 50% processing fee. Exhibitors cancelling after August 31, 2023, 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. 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 itself, 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, the individual must register as an Additional Booth Representative Only. The cost is \$230 per person. The individual must have an NDTA profile account. Once the account is set up, or if an account already exists, the individual can select [here](#) to sign in and register.

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 lee@ndtahq.com.

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

Yes. Contact Bob Schotta at 434-531-1311 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 - \$25 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, 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.