

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.

What does my one booth rep registration include?

Booth rep registration includes access to the Expo only and food and non alcoholic beverages for all meals, breaks and socials. It does not permit access to the General Session, Breakouts, or Travel Academy Sessions. A full registration fee is required to participate in all session.

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." This year we have added parts of the second floor lobby for registration and exhibit tables.

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 and no. The Resource Center, or Plaza Ballroom lobby is carpeted. However, the expo space near the registration area is on a marble floor.

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 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 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.

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

If a booth rep wants to attend any part of the GovTravels meeting outside the Expo Hall hours, they need to register as a full registrant "[here](#)". 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 \$195 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.

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

Prior to December 31, 2023, exhibitors will receive a 50% refund. Exhibitors cancelling after December 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.** 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.

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 703-439-7232.

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.