



Sponsor & Exhibitor Frequently Asked Questions:

Can I select my booth location/number?

- Booth assignments will be made on a first registered/paid basis and by sponsorship level. Your booth number will be included in the Exhibitor Guide that you will receive by late February. If you have a specific request for your booth location, please email karen@delaneymeetingevent.com and we will do our best to accommodate your request.

How do I claim the complimentary conference registrations that are included with my sponsorship or exhibit booth?

- By late February, you will receive a complete Sponsor & Exhibitor Guide. This will include instructions on how to register your company representatives. You will be given a discount code which you will enter in the payment section of the registration. This discount code will change the registration fee to \$0.00 for the number of complimentary registrations you are entitled to receive. Everyone who is planning to be on site at the conference (all booth staff) must be registered to gain access to the exhibit hall.

What if I have additional people from my organization who are planning to attend? Do these people have to register?

- Yes, everyone must register in order to gain access to the conference and attend sessions. If you have additional staff that are planning to attend the conference (beyond the number of comps you are entitled to), they must register through the conference attendee registration site. The fee for additional representatives is \$100 per person, per day.

Is there a masking or COVID Vaccine requirement?

- We ask that you please use your best judgement do not attend the conference if you are feeling sick or have tested positive for COVID. Masking is optional but encouraged in meeting rooms.

Will there be a show decorator?

- Yes, we will have a contracted show decorator. They will be responsible for setting up the exhibit hall. Each 10'x10' exhibit booth will include 8' high back drape and 3' high side drape (black draping), one 6' table, 2 chairs, and a booth identification sign.
- The show decorator is your resource to order all ancillary services for the event (additional booth carpeting, furniture, A/V, etc.)

How do I order electricity and/or A/V services for my exhibit booth?

- The option to add electricity to your exhibit booth was included in the booth registration process. If you did not order electricity when you completed your exhibitor registration form to reserve your exhibit booth, and you have decided you will need electricity, please email karen@delaneymeetingevent.com by Monday February 27th to place your order.
- Please indicate your exact electrical needs as well as payment method
 - Electricity – Basic Booth \$65 (Up to 5 amps – sufficient for lighting, laptop, T.V.)
 - Electricity – Basic Booth Plus \$75 (Dedicated 15 amp circuit – sufficient for extra lighting and additional power needs)
 - Power Strip \$35

Is the exhibit hall carpeted?

- Yes, the exhibit hall is completely carpeted.

When can I get into the exhibit hall to set up my booth?

- Exhibitor set up is Tuesday April 4, 2023, from 1:00 p.m. to 7:00 p.m. The exhibit hall will be locked at 7:00 p.m. and will re-open for final set up at 6:00 a.m. on Wednesday April 5th. The exhibit hall will officially open at 7:00 a.m. Wednesday morning so we ask that you plan to be completely set up and ready by that time.
- Exhibitor tear down is after 1:30 p.m. on Thursday April 6th. We ask that you do not begin breaking down your booth until that time.

Will I be able to obtain a registrant list prior to the conference?

- EVT does not share the conference registrant list before the conference. Only Platinum and Diamond Sponsors are entitled to receive the registrant list post-conference.

Will there be a lead retrieval service?

- We will be using the Whova conference app which includes a lead retrieval feature. Information about how to use this feature will be included in the Exhibitor Guide which you will receive by late February.

Will I get a listing in the conference app?

- Yes, all exhibitors and sponsors are entitled to have a listing in the Whova conference app. We will do the preliminary set up of your exhibitor/sponsor page in the app by uploading your basic company information from your exhibitor/sponsor registration, along with your organization's logo. The Exhibitor Guide will provide you with detailed instructions on how to customize your page by uploading a video, up to 2 documents, and photos.
- The conference app also has several great features to help you engage with attendees during the conference. We will provide you with detailed instructions and suggestions in the Exhibitor Guide.

What is the Cancellation Policy?

- Payment for your exhibit booth or sponsorship may be made by credit card upon completing the online exhibitor/sponsor registration form. A minimum deposit of 50% of your total order is due by February 1, 2023. Payment must be received in full by March 1, 2023.
- Should you need to cancel your booth registration, please do so in writing by emailing karen@delaneymeetingevent.com no later than February 1, 2023. Cancellations received in writing on or before February 1, 2023 are entitled to a 50% refund of the total rental fee. There will be no refunds issued after February 1, 2023.

Where can I find information about hotel accommodations?

- Please refer to the conference website for complete information on hotel accommodations. <https://www.encyclopedia.com/trade-partners/bbd/parking-lodging>

If you have any further questions, please feel free to reach out to:

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