



Education Conference and Expo

EXHIBITOR FREQUENTLY ASKED QUESTIONS

exhibitor FAQ's

What comes with my booth? Pipe and drape back and side panels, one six foot skirted table, one 72" x 4" black and white ID sign with company name; and one waste basket.

How do I order additional services such as carpet, electricity, chairs, etc.? The floor is concrete so if you need flooring you will have to order through the show decorator or provide it yourself. If you need electric, internet, extra signage or any other decorating or exhibit services, you will be provided with order forms in the exhibitor services kit to be emailed 45 days prior to the show. Beginning April 1st, visit www.haaexpo.org and click on "Exhibitors" for the full exhibitor kit. **Shepard Exposition Services** is our show decorator and can be found at www.shepardes.com.

What are the height restrictions for a standard space? The back five feet of your booth cannot exceed EIGHT feet tall. Your display in the front five feet of the booth may not exceed four feet in height. See Prospectus for diagrams.

how many representatives can we have on the show floor at a time? Four (4) for a standard 10 x 10 space at any given time. If you have a double booth eight representatives are allowed at any time. Twenty by twenty Islands are allowed up to 14 representatives at any given time. Guests or hired contractors are considered part of your representative total.

Where do I register my Exhibitor Badges? THERE IS NO NEED TO REGISTER YOUR REPRESENTATIVES. All exhibitor badges will only be printed on-site at the "Exhibitor Check-In Area" in Hall C on Wednesday from 4:00 pm - 7:00 pm and Thursday from 8:00 am - 5:00 pm

When can I move in? The day before from 3 - 7 pm. All large freight must come in this day. Move in continues the morning of from 8 - 11:00 am but **HAND CARRY** items only. The large freight doors will **NOT** be open on the day of the show. All booths must be completely set up by 1 pm.

What are the show hours? From 1:00 - 6 pm. (Subject to change.)

What is the theme/show colors? RADIATE/Red, Silver, White, Black

When is move out? The day of as soon as the show officially closes until 9:00 pm or the next morning from 8 - 11 am. Absolutely no break down before 6 pm for safety reasons. Violators are subject to lose the option to exhibit the following year.

How do I reserve my booth for next year? A renewal form will be sent from HAA 30 days prior to the show. You will also receive a renewal form the morning of the show. **First right of acceptance will expire at 4:30 pm the day of the show.** All unreserved booth spaces will go up for sale at the "Pre Sales" counter at the front of the hall. You will receive a number and companies will be selected by "lottery" for selection of available space.

Where can I purchase beverage tickets? Beverage tickets can be purchased at the front of the hall. Beer, wine and liquor tickets are one set price and bottled water and soft drink tickets are another price. (*Aramark will set the price.*)

Can I have food or beverage in my booth? No outside food or beverages are allowed. Any food or beverage including water and alcohol must be purchased from Aramark. Per ARAMARK rules, no alcohol type "giveaways" or prizes are allowed.

Can I announce contest winners for my prizes? HAA does not announce winners for specific booths or companies over the PA system. You can contact HAA if you would like to announce your giveaway winner in the ABODE magazine.