

Exhibitor Frequently Asked Questions (Currently answered for DMC)

1. How much does booth space cost?

\$1875.00 if registered and paid before February 27, 2009

\$2100.00 after February 27, 2009

2. When are fees due?

All fees are due upon submittal of application.

3. What is included in my booth space rental?

- Attendee networking functions in the Exhibit Hall
- Company/Organization listing on Website
- Listing on interactive exhibit hall layout with links to Company/Organization website
- Company/Organization contact information and exhibitor prospectus listed in Final Program
- Three (3) exhibitor staff **badges** per each 10 x 10 purchased
- Exhibition Security
- Standard 8-foot back drape and 3-foot side drape
- Lead Retrieval System
- Exhibitor Service Manual

4. When is exhibitor move-in?

Exhibitor move-in will begin on Sunday, November 29th from 8AM- 5PM and also on Monday, November 30th from 8AM-4:30PM.

5. How many registrations come with my booth?

Unfortunately, there are no attendee registrations that come with the booth. If you want a staff member to be able to attend any sessions, they will need to sign up under the attendee registration link.

6. How many staff members can I sign up for my booth?

You can have up to 3 staff badges per each 10x10 occupied. This number does not include any staff members who are also signed up as an attendee.

7. What is my deadline to register my exhibit staff members?

The deadline to register exhibit staff members is one week before the start of the conference.

8. What if I have more staff members than the limit? How do I pay for them?

If you have more than the allotted 3 staff members, it will be a \$50 charge for each additional member. The POC will be asked to pay for them when he/she picks up the exhibitor packet at the conference (check, cash or CC are accepted). For any staff members registered onsite, invoicing will be billed after the event.

9. I already submitted my staff members but need to cancel someone. How do I do that?

If you need to cancel a staff member registration or update info to one that has already been submitted, you can email either abegley@utcd Dayton.com or clong@utcd Dayton.com and changes will be made and the list will be updated.

10. How do I make changes to my list of exhibit booth staff members?

It can take up to 5 business days for staff members to be processed once they are submitted. If you still don't see the name(s) after 5 days, please email either abegley@utcd Dayton.com or clong@utcd Dayton.com.

11. Why can't I select a POC?

This may be because the names you have submitted as staff members have not yet been processed. Wait until these names show up under your login, and then you will be able to select a POC.

12. Can my staff members attend the lunches?

They can only if tickets are purchased. This can be done under your exhibitor login. If you staff member is also an attendee, they will automatically be allowed in the lunches.

13. I need to order furniture for my booth. Who do I contact?

Anything you may need for your booth is coordinated by Innovative Expo. All order forms are located in the exhibitor service kit that is posted under the exhibitor link as well as under the exhibitor login.

14. I have shipping questions. Who do I ask?

Innovative Expo will coordinate all shipping for this show. This information is listed in your exhibitor service kit. If you have further questions, you can call Innovative Expo at the info listed in the kit.

15. Do I need a computer for the Secure Lead (lead retrieval system)?

Yes, you will need a computer to operate the Secure Lead reader and software.

16. Will there be internet access available?

Currently, there will not be internet access available for free. You will need to purchase this for your booth if you need the access. A cyber café will be provided inside the exhibit hall for internet access.

17. What events are available to sponsor and how do I sign up?

A variety of sponsorship packages are available at the show and will help you to maximize your exposure at the event. For a full listing of sponsorship packages and details, visit the website at: <http://www.dmc2009.com/pages/sponsor.html>.

Questions may be directed to Ms. Tracy Tapia, 937-426-2808 x 244 or email: ttapia@utcd Dayton.com.