

## **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, visibility on the meeting app, and recognition in the GovTravels Program.

### **Where is the expo area?**

The expo area is in the downstairs lobby outside of the Plaza Ballroom, which we call the "Resource Center," and in the right hand third of the Plaza Ballroom.

### **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 \$950. Economy Option exhibit space is located in the right hand third of the Plaza Ballroom. Food & beverage will be served in this area and it's the only room where attendees can sit at a table and eat.

### **Is the expo area carpeted?**

Yes. The Resource Center, or Plaza Ballroom lobby, and the Plaza Ballroom, are both carpeted.

### **Does the exhibit fee include any registrations?**

No. GovTravels registration is separate. Booth rep only registration can be purchased for \$195.

### **How do I reserve a booth?**

Go to the Expo & Sponsorship Web page. After reviewing the resources on this page, you can click on the "Exhibit Now" button at the bottom and follow the process.

### **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.

### **I've reserved my booth, now what do I need to do next?**

When you reserved your booth you received a confirmation email which contains your password and a link that will take you to your reservation. There you can update and complete all your booth information, add additional staff, and upload your latest logo.

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

If we receive a request for cancellation prior to January 30, 2017, we refund 50% of the fee. January 30, and after, no refunds will be issued.

### **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.

**We have a booth already, but we need to add a person to work the booth. How do I arrange that?**

If they want to attend any part of GovTravels, you'll need to register them as a full registrant. If they will only be working the exhibit and not attending any of the functions or sessions outside of the expo area, you can register them as a booth rep only. That can be done by logging into your booth reservation account, or calling Patty Casidy at 703-751-5011.

**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 703-751-5011.

**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.