

EXHIBITOR FREQUENTLY ASKED QUESTIONS

Welcome! Thank you for exhibiting at ERE Expo Spring 2010. The Event Management Team is dedicated to ensuring a successful event for all our exhibitors. Please take a few moments to review these Frequently Asked Questions, as we hope they address your immediate needs. If you have any questions, please contact the ERE Expo at amy@ere.net.

Q. What is included with the purchase of my exhibit booth space?

A. Included with your booth purchase is:

- ◆ (1) 10' x 10' booth space with 8' tall back drape and 3' tall side drape. As per the exhibitor contract, you will not be allowed to infringe upon the space of other exhibitors, and no part of your exhibit will be allowed to extend into the aisles.
- ◆ Company description included along with your company's name/contact in our Onsite Guide – refer to your contract for length of description.
- ◆ Full Conference Passes tickets to the conference – refer to your contract for number of included passes
- ◆ 24-hour booth perimeter security

Q. If I need furniture, electrical source, Internet, or other items for my booth space, who do I contact to place that order?

A. All furniture, electrical, Internet, audio/visual, and other items for your booth are available through various vendors, including Freeman Decorating. In your exhibitor kit is a complete list of items available from Freeman, including cost. You will be emailed the link to the Exhibitor Kit containing the necessary forms and information for Freeman. If Freeman is unable to meet your needs, please do not hesitate to contact the Event Management Team at amy@ere.net.

Q. What type of logo does the Event Management Team need?

A. Please send via email amy@ere.net a 300 dpi .eps vector logo, complete with PMS #'s.

Q. Where do I ship the materials for my booth at the event?

A. In the Exhibitor Kit is a Pre-event Warehouse shipping address for the Freeman Warehouse. Please take note of the delivery deadlines to ship your booth materials. Freeman will deliver your booth materials to the event site during the time specified for booth set-up.

Q. When do I set up and dismantle my display?

A. The "Quick Facts" page of your exhibitor kit will give you the specific times for set-up and dismantle of your display booth. Remember, as per the exhibitor contract, you are not allowed to start packing or dismantling your display booth or materials until the official time designated as exhibit closing time.

Q. How do I register my company staff for our Four Full Conference Access tickets to the ERE Expo?

A. You can register your staff online at the link specified in the Exhibitor Support Page or by emailing amy@ere.net with names, titles, and email addresses for each of your staff.

Q. If I have more people coming than what is included in the purchase of my booth, what do I do?

A. Additional Exhibitor Full Conference Passes are available to exhibiting companies for a discounted rate of \$495.00. Please email amy@ere.net to register for additional Exhibitor Full Conference Passes.

Q. Do I need to make a hotel reservation?

A. Yes. Please make your hotel reservations as soon as possible. A limited number of rooms will be available at the event hotel at a discounted rate for conference attendees and exhibitors. To make your reservation phone the Marriott Hotel & Marina directly at 800-228-9290 and reference the ERE Expo.

Q. Will I need to provide insurance coverage for the event?

A. Yes. The Event Management Team needs a Certificate of Liability Insurance Coverage with your exhibiting company named as insured for the dates of the event. The insurance must be a minimum of \$1,000,000 per incident. Please contact amy@ere.net if you have any questions or concerns.

Q. Will there be a pre-event and post-event mailing list available for exhibitors use?

A. Yes. Approximately 30 days prior to the event, a pre-show mailing list will become available for exhibitors use. The post event list will be available approximately one week after the event. There is a List Rental Agreement form available to download on the Exhibitor Support Page that must be completed and faxed to The Event Management Team at 360-252-7339. Please note that the mailing list will be provided directly to the third party mailer of your choice.

Q. Are there other opportunities for my company at the ERE Expo? I really want to get my company noticed!

A. Yes! The ERE Expo offers many sponsorship opportunities. Please contact Kevin Plantan at, kevin@ere.net, or Danielle Zittel, at, danielle@ere.net, to receive a Media Kit for full details. Each sponsor comes with more display of your company logo and recognition for your sponsorships with signs and much more!