

---

## FAQS SPONSORS/EXHIBITORS

Do you offer lead retrieval devices?

No, but the Whova App on your mobile phone will serve as your lead retrieval device. Learn more [here](#) about Whova and how it can help boost your experience at the conference.

How do I access the conference app (Whova)?

You will receive an email with information on how to access Whova as well as how to set up your exhibitor profile. Whova is available on the web and on your phone and is a great way to engage with attendees before during and after the conference.

When the exhibit hall is closed, what should I do with my giveaways?

Please do not leave anything of value at your booth. You are encouraged to place your handouts and giveaways under your table after the reception on Tuesday or take them with you.

When does my booth need to be staffed?

Your booth will need to be staffed during all meals, breaks and receptions held inside the exhibit hall on Tuesday & Wednesday. This is a great opportunity to meet attendees and network. There will be food, drinks and entertainment. Please refer to exhibitor schedule [here](#).

How many people can I have in my booth?

This depends on your investment level and the breakdown is below:

- Standard Exhibit Booth – Two (2)
- Premium Preferred Exhibit Booth – Three (3)
- Associate Sponsor – Five (5)
- Gold – Six (6)
- Platinum – Seven (7)
- Titanium – Eight (8)
- Presenting – Ten (10)

How and when do I provide my booth staff to you?

We'll reach out this summer with details and deadlines to the contact that registered your booth/sponsorship. You will be able to enter your staff in the exhibitor portal – login and password provided at time of your registration. If you need additional booth staff over and above your allotted amount, the additional charge is \$100 per person.

What will my booth traffic be like during the conference?

Many of our conference activities are held in the exhibit hall – that's one of the reasons our conference is so popular with our vendors! Meals, breaks, the Tuesday night Welcome Reception, and the \$2,500 cash giveaway game are all held inside the exhibit hall with you! Please note that

lunch is served on Wednesday in the exhibit hall and attendees will be eating on a staggered schedule – so expect a steady stream of traffic during this time. Click [here](#) to view exhibitor schedule.

Can I hold drawings and give away prize(s) from our booth?

Yes, you're encouraged to give away a prize or two (no alcohol please). Our attendees love this and look forward to it! You are responsible for holding your own drawing(s) and promoting it from your booth. Please display your item(s) at your booth, on the app, or both! Attendees may enter at your booth, on the app or both – whatever method you choose. Draw your winner(s) on Wednesday at lunch or the last afternoon break, and announce it in the app using the directions provided.

Can I give away alcohol as a prize?

There is no raffling of alcohol allowed unless you have a raffling/auction license for the event. How do I announce the winner(s) of my prize(s)?

Once the Whova app is downloaded, draw your winner(s) on Wednesday at lunch or last afternoon break, and announce it in the app using the directions below:

- Tap on **Community** at bottom of app
- Click on **+Add a Topic or Social Group**
- In **Topic** Field: List Winner Name – You've Won a Prize!
- In **Description** Field: Include your booth # and what the prize is (optional) – give them as much info as they need to report back and claim their prize

You can also message the winner privately on the app (click on **Messages** at bottom) or send them a text if you have a cell #. **An ideal time to announce your winner(s) is during lunch on Wednesday from 12 to 1:30 pm OR during the final break of the day from 2 to 3:15 pm.** We'll help by making announcements inside the exhibit hall and on the large plasma screens!

When will I receive the list of attendees?

Sponsors receive the complete list of attendees before and after the conference this does include email address (typically we start sending the attendee list to sponsors in mid- to late-July). Premium preferred exhibitors receive the complete list of attendees with email address two weeks before the conference if booth is paid in full. Standard exhibitors will receive a mailing list of attendees with phone number before the conference if booth is paid in full. Everyone receives the final and complete list of attendees the first week of September.

What is included in my exhibit fee that I've paid?

All meals, breaks and receptions. Draped booth, one 6 skirted table (double sponsor booths have two), two folding chairs (double sponsor booths have more), one wastebasket, one ID sign. Refer to the exhibitor kit for show colors.

Is Wi-Fi available in the exhibit hall?

Basic Wi-Fi is complimentary inside the exhibit hall (the security of this network cannot be guaranteed). It works great for texting and checking email. If you need a stronger connection, you



may order through the Expo Exhibitor Kit.

What is expected attendance?

Expected attendance is approximately 650+. Combined with speakers and exhibit hall staff, overall attendance will be approximately 1,000.

**FAQs may be printed or downloaded in a PDF or Word document format**