

1. How much does it cost to have a booth at the 2017 NSMMS and CRASTE?

\$1,195 per 10'x10' by March 17th 2017. Pricing increases to \$1,395 starting March 18th. Exhibit space must be paid in full 4 weeks following sign-up.

2. What is the refund policy?

No refunds will be issued for booth cancellations.

3. How many registrations come with my booth?

One full access NSMMS & CRASTE badge (with access to all technical sessions) is included with each 10'x10' space. Any additional staff members must register separately and pay the applicable fees.

4. What is included in my booth space rental?

- Organization listing on the event website
- Three to four sentence ad on the event website
- Web link from the event website to yours
- Listing in the final program & proceedings
- Exhibit service manual
- Organization listed on promotional signage at the Symposium
- Access to attendee networking functions in the Exhibit Hall
- Standard pipe and drape
- One (1) 6' table
- Two chairs
- Wastebasket

5. When is exhibitor move-in?

Exhibitor move-in will be on **Monday, 26 June** from 10:00 am to 4:30 pm. If your exhibit is not set up by 4:30 pm, your space will be forfeited unless you have made special arrangements in advance with Michelle Williams, mkw@blue52productions.com.

6. When is exhibitor move-out?

Move-out is **Wednesday, 28 June**. Exhibitors cannot tear-down until after the reception has concluded and attendees have exited the ballroom – **no exceptions**.

7. I need to order electricity for my booth. Who do I contact?

Anything you may need for your booth (furnishing, electrical, Internet etc.) is coordinated through the Exhibit Service Company. All order forms are located in the exhibitor service kit that is posted under the exhibitor link, as well as under the exhibitor login

8. I have shipping* questions. Who do I ask?

The Exhibit Service Company will coordinate all shipping for this show. This information is listed in your exhibitor service kit. If you have additional questions, please contact the Exhibit Service Company directly.

***NOTE:** Booth shipments **cannot** be mailed direct to the hotel – **no exceptions**.

9. I need to cancel one of the staff members I have already signed up. How do I do that?

Please contact Sherry Johnson at sjohnson@blue52productions.com for all staff updates or changes.

10. How do I sign up to Sponsor an event?

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

<http://www.usasymposium.com/space/sponsorops.php>. Questions may be directed to Amy Voisard at 937-479-4255 or avoisard@blue52productions.com.