

1. How much does it cost to have a booth at the 2019 NSMMS & CRASTE?

This year you have a couple options. Due to how some booths are funded within their orgs, we were asked to provide a booth package that includes two complimentary passes versus the standard one.

Exhibit Booth Option 1 - Registration - \$1,295 per 10x10 booth
(After March 15th, price increases to \$1,495)

(Exhibitor registration includes one 10x10 space in the joint NSMMS & CRASTE exhibit hall, and ONE full access NSMMS & CRASTE badge. Set-up and tear-down badges are free of charge, but are only good for set-up and tear-down times - no exceptions. Additional people working the booth during show hours may purchase a full access registration or an exhibit area only registration. For more information about what is included in the booth fee, visit the exhibit show page.)

Exhibit Booth Option 2 - Registration - \$1,790 per 10x10 booth
(After March 15th, price increases to \$2,120)

(For those that need an extra registration badge rolled into the booth fee. This option includes one 10x10 space in the joint NSMMS & CRASTE exhibit hall, ONE full access NSMMS & CRASTE badge, and ONE exhibit area only attendee badge. Set-up and tear-down badges are free of charge, and are only good for set-up and tear-down times - no exceptions. Additional people working the booth during show hours may purchase a full access registration or an exhibit area only registration. For more information about what is included in the booth fee, visit the exhibit show page.)

2. What is the refund policy?

No refunds will be issued for booth cancellations.

3. What is included in my booth space rental?

- One 10x10 booth space
- One full access registration pass
- *IF purchasing option 2 listed above*, the package also includes one exhibit area only registration
- Organizational 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
- Organizational listing on promotional signage at the Symposium
- Standard pipe and drape
- One (1) 6' table
- Two chairs
- Wastebasket

4. When is exhibitor move-in?

Exhibitor move-in will be on **Monday, 24 June** from 11:00 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.

5. When is exhibitor move-out?

Move-out is **Wednesday, 26 June**. Exhibitors cannot tear-down until after the reception has concluded and attendees have exited the ballroom – **no exceptions**. If you require contract support from the decorating company, please note that overtime charges may apply, so plan ahead accordingly. If your booth is too large to tear down Wednesday evening, it is possible we can make arrangements for a Thursday tear-down, but the arrangements need to be made no later than one month prior to the event by contacting Michelle Williams at mkw@blue52productions.com.

6. 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.

7. 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 Conference Exhibit Hall – **no exceptions**.

8. 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.

9. 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 <https://usasymposium.com/space/2019/sponsorship.php>. Questions may be directed to Michelle Williams at 937-554-4632 or mkw@blue52productions.com.