

Sponsor & Exhibitor Frequently Asked Questions:

How do I claim the complimentary conference registrations that are included with my sponsorship or exhibit booth?

- Approximately 1 month prior to the conference start date, you will receive a complete Sponsor & Exhibitor Guide. This will include instructions on how to register your company representatives. You will be given a discount code which you will enter in the payment section of the registration. This discount code will change the registration fee to \$0.00 for the number of complimentary registrations you are entitled to receive.

What if I have additional people from my organization who are planning to attend? Do these people have to register?

- Yes, everyone must register in order to gain access to the conference (in-person and/or virtual). If you have additional staff that are planning to attend the conference (beyond the number of comps you are entitled to), they must register through the conference attendee registration site and pay the appropriate conference fees.

Where can I find information about hotel accommodations?

- Please refer to the conference website for complete information on hotel accommodations. We recommend that you reserve your hotel rooms immediately upon committing to sponsor/exhibit so that you can receive the group rate within the conference room block.

Will I be given a booth number for my exhibit space?

- Most exhibits are table top exhibits and we ask that you plan to use the table that is provided, and not more than 2 feet of space around the table to set up your display. We do not typically provide table numbers, but rather, there will be a sign with your company name on your assigned table when you arrive. Please plan to check in at the conference registration desk when you arrive and our conference managers will direct you to the exhibit area.

How do I order electricity and/or A/V services for my exhibit table?

- These details will be included in the Sponsor & Exhibitor Guide that you will receive one month prior to the conference start date. We will connect you with the hotel or show decorator and provide the forms you need to place your order.

If you have any further questions, please feel free to reach out to Karen Forbes, Exhibitor/Sponsor Coordinator karen@delaneymeetingevent.com 802-448-9078