

Frequently Asked Questions and Other Important Information

HOW IS THE CONFERENCE PROMOTED

Show attendance will be encouraged through our statewide partners, online website advertising, print invitations, email broadcasting and print media sponsors.

WHERE IS MY BOOTH LOCATED?

Exhibitors are placed on a confirmed first-come, first-served basis with consideration given to sponsors and long time exhibitors. We do our best not to place competitors directly next to or adjacent to each other. You will be notified of your space assignment at the time of your arrival on the day of the event. When you show up for exhibitor registration someone will escort you to your vendor space. We are not able to re-assign positions the day of the event.

WHAT TIME IS SET-UP AND BREAKDOWN?

You may arrive and begin setting up as early as 6:00 a.m. and you **MUST** arrive and claim your space by no later than 7:00 a.m. Porters will start removing any unclaimed tables, filling in any empty space. **Vendor set-up and breakdown times are not negotiable:** failure to arrive and set-up by 7:00 a.m. may result in a significantly smaller and/or less desirable vendor space without any consideration towards refund of fees paid. Breakdown of your booth may begin after 6:00 p.m.

MAY I HAVE A BANNER AT MY EXHIBIT SPACE?

You may bring a banner to drape from your table as space allows. However, no banners will be allowed that need to hang from a wall or ceiling.

MAY I ATTEND THE CONFERENCE SESSIONS?

Only if those exhibitors with full conference registration access may attend the workshops.

MAY I ATTEND THE LUNCHEON?

Included in your Exhibitor fee is 1 seat at the Luncheon. Additional full registrations may be added to your Exhibitor fee if you wish for additional staff to enjoy the full compliments of the day.

WHAT SHOULD I BRING?

We suggest that you bring enough marketing material for 400 – 600 attendees. You are welcome to give away marketing collateral, i.e. water bottles, flash drives, pens etc. to entice people to your table to talk with you.

WHAT ABOUT PARKING?

Parking is not hosted. There are several garages and parking lots in the area. You should assume parking will cost approximately \$15.00 for the day.

IS INTERNET ACCESS AVAILABLE?

Yes, if you would like Internet access, the fee is listed on the Exhibitor Registration Form. The fee for internet access is \$350. You will need to contact the EA 206-328-3836 to make arrangements for the internet access.

WHAT IF I NEED TO CANCEL MY EXHIBITOR SPACE?

Cancellations received prior to March 1, 2010 will receive a refund minus a \$175 cancellation fee. Cancellations received after March 1st are not refundable, unless a suitable replacement Exhibitor is found prior to April 10th.

WHERE CAN I SHIP MY MATERIALS?

Send your materials to:
Meydenbauer Center,
Attn: WA State Nonprofit Conference,
11100 NE 6th Street, Bellevue, WA 98004

MY COMPANY WANTS TO DONATE SOME ITEMS FOR THE CONFERENCE.

Contact EA at 206.328.3836 to discuss what you have and how to best position the items.