



People, Partnerships and Progress

**IBTTA 84<sup>th</sup> Annual Meeting & Exhibition**  
**September 11-14, 2016**  
**Hyatt Regency Denver at Colorado Convention Center in Denver, Colorado**

**EXHIBITORS' FREQUENTLY ASKED QUESTIONS**

**What information do I need to provide to IBTTA?**

Please provide a company description (approximately 100-150 words) and add your company's URL at the end of the paragraph and a high resolution (300 dpi) vector-based version of your company logo. IBTTA will begin to raise awareness of your company as an exhibitor on the Annual Meeting program, web page, and mobile app.

**Where can I find the Exhibit Services Manual?**

Click here for online access to the [Exhibit Kit](#).

**Where and to whom do I send my exhibit display and packages? By what date may I schedule these deliveries to arrive at the hotel?**

Delivery information for shipments arriving from August 10, 2016 through and including September 6, 2016  
Freeman will accept crated, boxed, or skidded materials beginning Wednesday, August 10, at the following address. Material arriving after Tuesday, September 6 will be assessed an additional after-deadline charge. Warehouse materials are accepted Monday through Friday between the hours of 8:00 am - 3:30 pm. Please note that the warehouse is closed on Monday, September 5 for the Labor Day holiday.

If required, provide your carrier with this telephone number: 303-320-5100

Warehouse Shipping Address:  
Exhibiting Company Name / Booth # \_\_\_\_\_  
**IBTTA 84th ANNUAL MEETING and EXHIBITION**  
C/O FREEMAN  
4493 FLORENCE ST  
DENVER, CO 80238

Delivery information for **shipments arriving September 7, 2016 through and including September 11, 2016**

**\*\*ADDITIONAL CHARGE\*\***

This section relates to delivery after the warehouse shipping deadline. Shipping to the warehouse after the due date will incur additional charges. To avoid additional charges, if your shipment will not arrive at the warehouse by September 6 as described in the previous section, it is best to ship directly to the hotel after Sunday, September 11, 2016. Material arriving at the warehouse after Tuesday, September 6, 2016 will be received, but there will be an after deadline charge. Friday, September 9 is the absolute last day for shipments to the warehouse. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am - 3:30 pm.

Delivery information for **shipments arriving after September 11, 2016**

All shipments should be sent to Freeman by Tuesday, September 6. Any shipments arriving at the hotel before this date may be refused by the hotel. Any charges incurred for early freight accepted by the hotel are the responsibility of the exhibitor.

Show Site Shipping Address:

Exhibiting Company Name / Booth # \_\_\_\_\_

**IBTTA 84th ANNUAL MEETING and EXHIBITION**

C/O FREEMAN

HYATT REGENCY DENVER @ CCC

650 15TH ST

DENVER, CO 80202-4207

**What does the exhibit space include?**

**SEE PAGE 5 FOR IMPORTANT RULES FOR EXHIBITING.** You will have a 10' x 10' space with 8' high back drape and 3' high side dividers. The color of the drape is royal blue. Each booth will also be set up with one (1) 6' X 30" blue skirted table, two (2) side chairs, and one (1) wastebasket. Booths 300 sq. ft. or less will receive a 7" X 44" identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.



*Royal Blue Drape*

**Where will the exhibits be located?**

The exhibit area is located in the Centennial Ballroom on the third floor of the Hyatt Regency Denver at Colorado Convention Center. IBTTA will be assigning exhibit spaces from paid exhibit reservations received on a first come/first served basis. Exhibit spaces will be numbered and you will be notified of your position prior to the meeting.

**Is the exhibit floor carpeted?**

Yes, the exhibit floor is carpeted.

### What is the ceiling height?

The ceiling height of the room is 30'.

### How many people may we have in the booth? How do they register?

There is no maximum number of representatives you may have in your exhibit booth, but your personnel may not share or trade name badges for event participation.

One complimentary “booth only” registration is included with each 10' x 10' exhibit space reservation. If you have any additional personnel that will be **solely** staffing your exhibit booth for this meeting, please remember that the rate for each booth only attendee is \$400.

Please use the attendee registration form for all individuals (including your one complimentary booth staff member) and return it to our Meeting Registrar, Harry Smith at [hsmith@ibtta.org](mailto:hsmith@ibtta.org) or by fax to 202-659-0500. Those of you who are already registered as attendees for the full meeting do not need to do anything further, but we want to be sure we are accounting for everyone in the Exhibit Hall and that all booth personnel will have a pre-printed name badge. Each exhibitor **MUST** complete an attendee registration form.

The \$400 exhibitor (booth only) fee includes all activities in the exhibit area only. The fee does not include sessions, tours, or outside events, but it does include all IBTTA Annual Meeting meal functions in the exhibit hall. An exhibitor wishing to attend all meeting functions should register as Delegate attendee type. Your one “booth only” comp may upgrade to Delegate for an additional \$475. “Booth only” exhibitors wishing to attend technical tours and other off-site events may register for those special events separately. (See [meeting brochure](#).)

### Are individual exhibit hall passes permitted?

IBTTA does not supply any complimentary exhibitor floor passes, but exhibiting companies may purchase **“exhibit show only”** attendance at \$100 per person for local contacts to visit their booth.

This would give your potential customers an opportunity to visit with you on either of the two days and enjoy lunch in the exhibit hall:

- Monday (12:00 noon – 2:00 pm) **OR**
- Tuesday (12:00 noon – 2:00 pm)

No one may enter the exhibit hall unless they have registered with us; and the “exhibit show only” attendee may only participate one of the two days during that specific period of time. **The rate is \$100 per person per day (lunch only).**

### Can I receive a preliminary list of attendees?

Yes, exhibitors will receive updated lists of the registered attendees on a weekly basis beginning the week of August 14, 2016.

## When is Set up and Tear Down?

Exhibitors will set up on Sunday from 8:00 am – 6:00 pm and tear down on Tuesday from 4:00 – 6:00 pm.

## What are the exhibit hours?

### Sunday, September 11

- Set up  
8:00 am – 6:00 pm

### Monday, September 12

-  **NEW!!** Breakfast with Exhibits  
7:00 – 8:30 am
-  **NEW!!** Refreshment Break with Exhibits  
10:30 – 11:00 am
- Lunch with Exhibits  
12:00 noon – 2:00 pm
- Refreshment Break with Exhibits  
3:30 – 4:00 pm

*(Monday continued next column)*

*(Monday continued)*

- Evening Reception with Exhibits  
5:30 – 7:00 pm

### Tuesday, September 13

- Breakfast with Exhibits  
7:00 – 8:30 am
- Refreshment Break with Exhibits  
10:00 – 10:30 am
- Lunch with Exhibits  
12:00 noon – 2:00 pm
- Refreshment Break with Exhibits  
3:30 – 4:00 pm
- Tear Down  
4:00 – 6:00 pm

## How do I order special services?

Special requests (e.g., audio/visual equipment, electricity, internet service) may be ordered by using the order forms found in the Freeman Exhibit Kit.

## Will there be Security?

The doors to the exhibits will be secured when the exhibits are closed.

## Where is the hotel located? How do I make sleeping room reservations?

The *IBTTA 84<sup>th</sup> Annual Meeting & Exhibition* will be held in the Hyatt Regency Denver at Colorado Convention Center. Please visit [www.ibtta.org/DENVER](http://www.ibtta.org/DENVER) for reservation information. The cut-off date to obtain the IBTTA negotiated hotel rate is **August 16, 2016** or until the room block is sold out.

## Questions?

Contact Terri Lankford at [tlankford@ibtta.org](mailto:tlankford@ibtta.org) or 202.659.4620 x11 if you have additional questions or need assistance that is not addressed in the above information. Also be sure to access the **Freeman Exhibit Services Manual** online at <http://www.freemanco.com/store/show/landing.jsp?nav=02&review=true&showID=435113>.

**We look forward to seeing you in Denver!**

## Standard Rules for In Line Booths

In Line Booth (per floor plan all booths are in-line)

**Definition:** A Linear Booth has only one side exposed to an aisle and has at least one adjacent neighbor on either side of the booth. They are also called “in-line” booths.

No exhibit construction or signage may exceed 8' in overall height. The maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. Please reference the diagram below for allowable configurations.

**Note:** When three or more Linear Booths are used as a single exhibit space, the 4' height limitation is applied only to that portion of exhibit space which is within 10' of an adjoining booth.

A **Corner Booth** is a Linear Booth at the end of a series of Linear Booths that is exposed to aisles on two sides. All other guidelines for Linear Booths apply.

**Hanging Signage:** Hanging ceiling signs is **not** permitted in a Linear Booth.

