



**International Bridge, Tunnel and Turnpike Association
IBTTA Maintenance & Roadway Operations Workshop
May 21-23, 2017
Royal Sonesta New Orleans
New Orleans, Louisiana**

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 for the printed program 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 *Maintenance & Roadway Operations Workshop* web page and mobile meetings app.

Where and to whom do I send my exhibit display and packages?

To: Royal Sonesta New Orleans
300 Bourbon Street
New Orleans, LA 70130
Event: IBTTA Maintenance & Roadway Operations Workshop
Date of Event: May 21-23, 2017
Recipient: Your On Site Recipient and Company Name

By what date may I schedule these deliveries to arrive at the hotel?

Shipments should be delivered to the hotel no sooner than Thursday, May 18.

What does the exhibit space include?

You will have a 10' x 10' space which does not have pipe and drape. Your space will include a regular draped 6' or 8' table, two chairs, and waste basket.

What are the hotel's rules and regulations for package handling?

Hotels often have very limited storage facilities, so please limit boxes to those weighing no more than 50 pounds and ship to the hotel no more than three (3) days prior to the function. Shipments received prior to the three (3) days may be returned. For shipments larger than this, please check with the hotel's Convention Services Manager. Larger packages should arrive on the day of setup.

Any package being shipped out of the hotel must be prepaid, addressed, labeled and ready for mailing prior to the end of the exhibit show. If you require additional package handling, storage, or pallet delivery and storage, there may be fees assessed by the hotel for their services. Contact the hotel directly for this information.

Where will the exhibits be located?

The exhibit area is located in the Grand Ballroom and Evangeline Suite on the first floor of the hotel. IBTTA will be assigning exhibit spaces from paid exhibit reservations received on a first come/first served basis. Your crew will be directed where to set up your exhibit upon arrival on Sunday, May 21.

Is the exhibit floor carpeted? What is the ceiling height?

Yes, the exhibit floor is carpeted. The ceiling heights are 16' (Evangeline) and 19' (Ballroom). If your exhibit is substantially larger than normal where the ceiling height is a concern, we suggest you contact the hotel directly to discuss logistics of your exhibit booth display. In addition to contacting the hotel, please let us know prior to arranging to exhibit.

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

There is no maximum number of people you may have in your exhibit booth.

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 a booth only exhibitor is \$375.

Please use an 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 or by fax to 202-659-0500. The Exhibitor Attendee Form can be found on page 5 of this document. Those individuals 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 area and that all booth personnel will have a pre-printed name badge.

The \$375 exhibitor (booth only) fee includes all meals during the meeting. The fee does not include sessions, tours, or outside events. Exhibitors wishing to attend the full meeting should register as a full Delegate. Each exhibitor **MUST** complete an attendee registration form.

"Booth only" exhibitors wishing to attend any of the Tours and Events or the Monday Evening Event may register for those special activities separately. There is an additional fee to attend the Monday Evening Event. (See meeting brochure for details.)

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 (1:00 – 2:00 pm) **OR**
 - Tuesday (12:00 noon – 1:00 pm)
- (All times are subject to change.)*

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).**

When is Set up and Tear Down?

Exhibitors will set up on Sunday, May 21 from 6:00 am – 3:00 pm.
Tear Down of exhibits will be on Tuesday, May 23 from 1:30 – 3:00 pm.
(All times are subject to change.)

What are the exhibit hours?

Exhibitors will be able to meet with attendees during the same hours that meeting registration is open.

Sunday, May 21

- Set up
6:00 am – 3:00 pm
- Welcome Reception with Exhibitors
5:30 – 7:00 pm

Monday (continued)

- Refreshment Break with Exhibitors
3:30 – 4:00 pm

Monday, May 22

- Breakfast with Exhibitors
7:00 – 8:30 am
- Refreshment Break with Exhibitors
10:30 – 11:00 am
- Lunch with Exhibitors
1:00 – 2:00 pm

Tuesday, May 23

- Breakfast with Exhibitors
7:00 – 8:30 am
- Refreshment Break with Exhibitors
10:00 – 10:30 am
- Lunch with Exhibitors & Speaker
12:00 noon – 1:00 pm
- Tear Down
1:00 – 3:00 pm

(All times are subject to change.)

How do I order special services?

Special requests (e.g., electricity, equipment rental, internet service) may be ordered by using the hotel’s order forms. Forms may be found in this document beginning on page 6.

Will there be Security?

The exhibit area is not locked when the exhibits are closed and the hotel is not held responsible for securing the area. Please prepare accordingly.

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 April 23, 2017.

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

The *Maintenance & Roadway Operations Workshop* will be held at the Royal Sonesta in New Orleans, Louisiana. The cut-off date to obtain the IBTTA negotiated hotel rate is **April 28, 2017** or until the IBTTA room block is sold out. Please visit www.ibtta.org/NEWORLEANS for reservation information.

Questions?

Contact Terri Lankford at tlankford@ibtta.org or 202.659.4620 x11 if you have additional questions or need assistance that is not addressed in the above information.

We look forward to seeing you in N'Awlins!