



Exhibitors' FAQ

Q: How early can I arrive to set up at the Doubletree Hotel?

You are welcome to arrive as early as 6:00 a.m. to set up for the event. Remember, doors open at 7:30 a.m. for registrants so be sure to give yourself plenty of time to set up before they arrive.

Q: What will be provided for exhibitors the day of the event?

Each exhibitor will have a six-foot table supplied with linen and a table skirt, although you are welcome to bring your own, if you prefer. Two chairs will also be provided.

Q: What do you mean by "prime" exhibitor space?

When we say "prime" exhibitor space we are referring to the first 25 tables visible from the foyer.

Q: How do I indicate my booth location preference when registering?

The easiest way to indicate your booth location preference when registering is to include a copy of the floor plan, which is enclosed in your exhibitor materials. On the floor plan simply circle the area in which you would like to be placed. You are also welcome to write "choice 1, choice 2, choice 3", etc. next to your preferred locations.

Q: Will there be movers and carts by the front entrance on the day of the event to assist me with bringing my belongings to my table?

The morning of the event each exhibitor will be responsible for bringing in their belongings and setting up their tables. Bell carts will be available in the foyer. If you have trouble locating a cart, or if you require assistance, feel free to see a staff member at the registration area.

Q: Will exhibitors be able to purchase lunch?

Yes. A box lunch can be ordered for all exhibitors at \$15 per person. This can be ordered on the Exhibitor Order Form, which is included. There will be a choice of smoked turkey, tuna club roll or hummus & roasted veggie wrap. All lunches come with cookie, chips, fruit and drink. Please be sure to specify on your order form how many lunches you would like to order. If you would prefer not to have the lunch please be sure to specify this on your registration form.

Q: What is the policy for hanging banners and signs at the hotel?

Exhibitors are welcome to bring stands, tripods, etc. to display their banners and signs. REBA is offering tripod rentals for \$5 per tripod. If this is of interest to you, please mark it on the order form. The Doubletree Hotel does not allow taping, gluing, stapling, tacking or affixing of any kind without prior approval. If you have any questions please see Andrea Hardy the day of the event.

Q: What time does the event end?

We will be ending the event at approximately 2:45 p.m.