



**2008 Spring Conference  
DCU Center  
50 Foster Street, Worcester, MA 01608-1398  
Monday, May 5, 2008**

**Exhibitors' FAQ**

*Q. How early can I arrive to set up at the DCU center?*

A. You are welcome to arrive as early as 6:30 a.m. to set up for the event. Remember, doors open at 8:30 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?*

A. 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?*

A. When we say "prime" exhibitor space we are referring to the first thirty tables visible from the top of the escalator on the third floor.

*Q. Will there be movers and carts at the loading/unloading area on the day of the event to assist me with bringing my belongings to my table?*

A. Yes. Movers and carts are available to assist you in bringing your items to your exhibitor table on the morning of the event. Please proceed to DOOR 3 to unload the items in your vehicle.

*Q. Will exhibitors be able to purchase lunch?*

A. Yes. A bag lunch can be ordered for all exhibitors at \$12 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 garden and fruit salad. 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. There is a cafeteria at the St. Vincent Hospital across the street from the DCU Center, as well as several restaurants in the area.

*Q. Will there be staff, either from REBA or the DCU Center, available to assist me with setting up the morning of the event?*

A. Yes. There will be a DCU Manager and staff members on the 3<sup>rd</sup> floor the morning of the event, ready to assist you with hanging banners, setting up internet and answering any other questions you may have.

*Q. Will there be a security guard at the loading/unloading area at the end of the event?*

A. Yes. The guard will be returning to DOOR 3 at the end of the event guarding this area and answering any questions exhibitors may have.

*Q. What is the policy for hanging banners, signs, etc. at the DCU Center?*

A. 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 DCU Center does not allow taping, gluing, stapling, tacking or affixing of any kind without prior approval. If you have any questions please see Nicole the day of the event.

*Q. Will valet parking be available for exhibitors?*

A. Yes. Valet parking is available to all exhibitors. Please pull your car to the front of the DCU Center and a valet attendant will park your car for you. If you prefer to self-park REBA will provide parking vouchers for Worcester Municipal Parking Garage, located on 30 Major Taylor Boulevard. We will be happy to reimburse you for up to \$5 for parking at any lot. Please visit the PARKING TABLE next to registration on the second floor of the DCU Center for details and to receive your parking voucher.

*Q. What time does the event end?*

A. We will be ending the event between 2:30 and 3:00 p.m.