

National Conference Exhibitor Education Call 9/2/09

Call Notes

CUPA-HR & MRA Services

- [Badges](#)
 - Green vs. white
 1. Complimentary badges – each exhibitor gets 1 full and unlimited floor passes. Sponsors may receive additional badges and if so those slots will be automatically loaded onto their badge form
 2. Green = Access to all events within the expo hall
 3. White = Full conference access.
 4. For a complete explanation, please reference the ‘Badges’ link in the agenda that was sent to you.
 - How to register – You can assign your badges within your online account. Please email after this call if you need your account number/password sent to you again.
 - A few notes on name badges
 1. Badges are non-transferrable and can only be used for your company’s representatives
 2. Speakers **with** exhibiting companies should be registered through the exhibitor site as part of your booth staff.
 - Onsite options
 1. Gala event - Guest registration for the Gala event will be available onsite
 2. Upgrades – May be purchased onsite. Full regis upgrades for \$300/each. Gala only for \$75/each. No a la carte lunches available.
- [Exhibit hall schedule](#) - The exhibit hall will remain closed to all exhibitors during all non-conference hours. You may re-enter the hall 30 minutes prior to the hall opening.
- Show rules
 - Late setups/early dismantle/booth abandonment – Your booth must be set by 4:30 PM on Monday. You will not be allowed to set up during show hours.
 - No distribution of exhibit materials except within your booth.
 - Auxiliary events - Auxiliary events are allowed, however, you must schedule your event that does not conflict with any conference events. Tuesday evening offers the only available opening. We request that you let CUPA-HR know of any auxiliary events you may be having by emailing exhibits@cupahr.org with the date, place and time of your event.
- Attendee List – The attendee list will be available near September 21st, 2009. The list will include institution, first name, last name, title, city, and state. If you need the additional street address and zip to send out a mailing piece, there is a link within your exhibitor account to request this and upload your piece for approval. **Only** Tier 1 and Tier 2 sponsors may receive email addresses.
- How to sign up for 2010 – Stop by the exhibitor lounge to reserve your booth space for 2010. A 50% deposit by credit card is required. We will also send out a link to reserve before the show to your exhibit booth coordinator(s).
- Door Prize Drawing – new procedures for this year.
 - Collect business cards at your booth during all open expo hours.

- Post the prize form (distributed onsite) to the prize board located near the CUPA-HR Booth.
- Attendees will be directed to the prize board to see if they won at 10:15 on Wednesday. Winners will stop by your booth to collect any prizes by the end of that morning's break.
- Grand Prize Drawing Game – new for this year
 - Attendees will stop by your booth to collect stickers to spell out “Where now meets next” the 2009 Conference Theme.
 - Game instructions/materials will be handed out with the rest of your conference materials at the time of registration. Only 1 company representative will receive materials.
- [Hotel information](#) – Don't forget to register for your hotel room, the group rate will be offered (based on availability) until September 27th.

Stetson Convention Services - The Exhibitor Kit

- Ordering online
 - Username: **national**, Password: **lasvegas** (individual passwords were emailed for ordering)
 - Download exhibitor manual by clicking on show information
 - Order items online by clicking “click here to begin ordering”
 - Credit card needed to order, checks accepted via mail orders
 - Credit cards also accepted by filling out order forms and faxing or email them
- Carpet – the Rio floor is carpeted – typical ballroom patterned carpet
 - Exhibitors can make their booth stand out by ordering carpet, and gives extra cushion for standing
 - Colors available: blue, black, gray, green, red (show color: black)
- Discount deadline is Friday, October 2 (one month from today)
- Facility provided services
 - Internet/telecommunications, AV, electrical, plumbing, rigging
 - Discount pricing available until 2 weeks prior to show – October 5
 - Contact 702-777-2372 with any questions
 - Rio manual can be found at our website once you login, by clicking on Show Information
- Facility work rules
 - Exhibitors are permitted to set up their own booths provided they are full-time employees of the exhibiting company, but labor is available for those who need assistance
 - The facility does not allow POVs because of the limited dock space
 - Because of this, we suggest shipping to the advanced warehouse to ensure your freight is in your booth ready to set up upon your arrival
 - All other shipments and large truck deliveries are under the jurisdiction of the teamsters who are entitled to the unloading and reloading of freight
 - Please be advised that any shipments sent to your hotel room will incur charges from the Rio
- Shipping
 - Stetson is not a carrier; we only provide freight handling services – therefore there will be charges incurred for both shipping (inbound/outbound) and freight handling
 - Any carrier is permitted to transport your freight

- Please be aware that FedEx and UPS do not provide the necessary paperwork and special handling surcharges will be incurred – but do the math, it might be cheaper to incur surcharges than to use a freight carrier who might be more expensive for smaller boxes or packages
- YRC – our preferred carrier who warehouse all advanced freight (www.YRC.com; 1-800-610-6500)
- ICAT – another preferred carrier (www.icatexpo.com; 1-888-933-4229)
- Outbound shipping – both an ICAT and YRC representative will be onsite during move out for assistance
- Freight handling services
 - Please label packages with the labels provided in the exhibitor service manual – be sure to label each piece in your shipment with company name and booth number
 - Freight handling rates are on page 24 (labels are on the next page)
 - Rates include unloading, storage if sent to the warehouse, delivery to booth, storage of empty pieces, return of empty pieces, delivery to dock, and reloading onto carrier
 - Bill of Ladings will need to be filled out for every shipment that is leaving the dock of the Rio so that we know which shipments to release to a carrier
- CORT Custom Furnishings
 - Order forms are available on our website once you login
 - Orders will be sent directly to Stetson