

SPONSORSHIP & EXHIBITOR FREQUENTLY ASKED QUESTIONS

REGISTRATION:

What does my registration fee include?

Registration fees include access to all learning sessions, Solutions Marketplace, evening receptions on Sunday and all breakfast, lunch and break opportunities during the conference. Please note that food will be available to exhibitors for a period of time both before and after the food breaks.

Will I receive a confirmation of my registration?

A confirmation of your registration will be sent to you via email immediately upon registering on-line or via phone.

Will I be refunded if I have to cancel my Solutions Marketplace registration?

We'll be sorry that you won't be able to join us for this exceptional learning and networking experience! However, we understand that things happen so if you simply can't attend, please notify us by email by November 1, 2010. Refunds will be processed for registrations outside of the sponsorship or Solutions Marketplace fee. Please contact CIASTD chapter services at (317) 841-1395 or ciastd@mprecords.com.

MARKETPLACE INFORMATION:

What are the Solutions Marketplace dimensions?

Each exhibiting organization will receive a one (1) 6 foot table unless specified within your sponsorship. If you need additional tables, we will be able to accommodate those for a \$100 fee.

When is Solutions Marketplace move-in and move-out?

Organization move-in begins on November 15 at 6:30 a.m. Move-out begins when the marketplace is announced closed on November 15 at 4:30 p.m. Please refer to the schedule of events for further activities.

Can I ship our materials (booth supplies, catalogs, flyers, etc.) to the Marriott prior to the conference date, and if so, to whom shall I ship the materials? How soon can they accept the materials?

You can ship your materials. There is a cost for the hotel to do this and this must be worked out with the hotel directly:

Any items needing to be shipped to our location can be sent to:

3645 River Crossing Parkway
Indianapolis, IN 46240

CIASTD needs to be on the shipped items packaging.

Due to lack of storage space items shipped to the hotel may arrive **no more than 72 hours prior to event**. Receiving and storage fees will apply to the vendor personally.. Removal of items must be immediately following the meeting. The hotel is not liable for any materials left in meeting space after event.

Package Fees are subject as follows:

Envelopes	\$5.00
1 - 25 lbs	\$5.00
26 – 50 lbs	\$25.00
51 lbs and over	\$45.00
Display Cases	\$55.00
Half Pallet	\$175.00
Full Pallet	\$250.00

Can I hang items within the Solutions Marketplace?

You will need to contact the Marriott Engineering Department to get specifics of hanging items within the solutions marketplace. You can contact them directly at 317-705-0000, charges may apply.

How can I order pipe and drape or AV equipment from the Marriott?

You can order these items at your own expense order equipment or AV products from the Marriott. You can contact them directly at 317-705-0000 for cost and setup of those items.

I'm just a solutions marketplace vendor only, where will my logo go?

Your logo will be placed within the solutions marketplace page of the conference booklet as well as on the conference website. All logos should be in a jpg file along with the URL that you want linked to the logo. Your logo can be sent to Emily Padilla (Emily@mprecords.com).

I'M A SPONSOR:

Do I get a spot within the solutions marketplace?

All sponsorships come with a table(s) and attendee allotment. Your sponsorship offers you a great spot and opportunity within the marketplace.

It says I get a list of registered attendees after the conference. When can I have the list?

We are happy to offer the list of registered attendees as a part of your sponsorship or solutions marketplace fee. The list will be sent via email on November 17, 2010.

It says my sponsorship gets me an ad in the conference booklet. What are the dimensions?

Full page be 8 ½ x 5 ½
½ page be 4 x 5 ½ (approx)
¼ page be 4 x 2 ½ (approx)

When should I sent my artwork for the ad? What should the file type be?

All ad artwork should be sent to Emily Padilla (Emily@mprecords.com) by October 22. Please utilize an eps, jpg or pdf format for the ad artwork. No need to turn on the bleed function for your ad.

What format do you need to receive our logo for the conference webpage?

Please send all conference logo's in a jpg file along with the URL that you want linked to the logo. Your logo can be sent to Emily Padilla (Emily@mprecords.com).

Will you need a description of our organization for the conference booklet or for the conference webpage?

For the conference booklet, you may put relevant information within your sponsorship ad (if you are offered one within your sponsorship level). For the conference webpage, we will put up your logo linked to a website, and a brief description of your company/product/services (100 words or less). Please send that along with your logo to Emily Padilla (Emily@mprecords.com)

HOTEL

What hotel has been reserved? What are the rates? Can I make my hotel reservations now?

The 2010 Crossroads Regional Conference hotel is:

Indianapolis Marriott North
3645 River Crossing Boulevard
Indianapolis, Indiana 46240

<http://www.marriott.com/hotels/travel/indno-indianapolis-marriott-north/>

We have a reduced rate of \$119.00 a night for this event. To register for a room at the hotel, call Marriott Central Reservations at (800) 228-9290 or the hotel direct at (317) 705-0000 and ask for the CIASTD room block prior to the cut-off date of Sunday, October 24, 2010.

My question is not here! Who should I contact?

We're sorry that we could not anticipate your needs. Please contact CIASTD chapter services at (317) 841-1395 or ciastd@mprecords.com.