

## EXPO 2006 Frequently Asked Questions

*Showcase your business and Get Connected  
at the  
South Shore Women's Business Network Expo!*

### *What are the actual Exhibit Hall hours?*

The hall will be open to the public from 1:30PM-6PM.  
Your booth must be set up by 12 noon (lunch will be served in the adjoining room and therefore we would like a quiet exhibit hall during Keynote speakers). Exhibit break down is anytime AFTER 6PM.

### *What is the earliest I can start setting up my booth and how should I access the building?*

You may start bringing materials into the hall at 8AM from the back loading area only which is on the left side of the building looking from the front door. Enter through the double doors. The exhibit hall is at street level. You need to move your vehicle so other exhibitors can utilize the loading area.

### *Will my booth have a sign?*

Yes. The booth fee includes one black on white sign. If you are sharing a booth, an additional sign may be provided for an additional \$30.00.

### *How much space is there in the work area of the booth?*

A standard booth is 6' deep x 8' wide.

### *What can I use to hang things on the booth draping?*

You may use *only* common pins or Velcro.

### *What color is the draping? TBA*

### *How many chairs will be provided?*

Two per booth.

### *What size is the table that comes with the booth?*

6 feet. The top is covered and the sides are skirted to the floor on three sides so you may hide things underneath the table.

### *Is there a charge for an extra table?*

Yes. The booth fee includes one table. If an extra table is needed please request by October 19<sup>th</sup> for an additional \$30.00.

### *Can I re-arrange my table and chairs at my booth?*

Yes, within the confines of your 6' x 8' space.

***What if I do not want to use the table provided?***

If you do not want a table provided at your booth, please let the SSWBN office know two weeks prior to the event to ensure the booth is set up correctly. Otherwise, you will need to keep the table provided within the booth for the duration of the event. Tables may be moved within booths. No refunds will be made to those choosing to not have a table.

***Can I sell food at my booth?***

Yes. Please provide a certificate of insurance to the SSWBN.

***How can I get the best light at my booth?***

The exhibit hall will be well lit. If you desire extra lighting for your booth, bring your own lighting along with extension cords.

***What lengths should the cords be for exhibitors to access electricity?***

There is great access to electricity. An exhibitor should come prepared with 20 foot extension cords.

***Will there be food available for the exhibitors?***

Coffee and water stations will be available all day. Plus, the cost of a booth includes 1 lunch. Additional lunches can be purchased for \$45.00 EA. Speak to the SSWBN office ASAP. Exhibitors can bring food to consume *before* the hall opens. If you have special dietary requirements such as spring water or diabetic etc please plan accordingly.

***Will my materials be safe at the booth?***

We do not recommend leaving booths unattended at any time during the day. SSWBN and LANTANA cannot be responsible for exhibitors' belongings. You are fully responsible for staffing your booth and the security of your exhibit materials.

***In the way of materials, roughly how much should I bring?***

We suggest you have approximately 300 pieces of marketing materials on hand. As is the case with any show, you may want materials which are generic enough for you to use in other areas of your business at a later date.

***Whose insurance covers my belongings during the Expo?***

We recommend that you check with your own business or personal insurance agent about what is covered when you are bringing equipment or product to this type of event.

*SSWBN has assigned space on a first-come, first-serve basis. SSWBN reserves the right to make space assignments in the best interests of the show as a whole and to make appropriate changes, as it deems necessary.*