



ISES Greater Washington, DC EXPO

Exhibitors' Frequently Asked Questions

November 1, 2007 ■ 5:00-8:00 PM ■ Marriott Wardman Park Hotel, Washington, DC

Who attends the Expo? Can I invite my customers? Attendance at the Expo is open to any interested party. We are working on partnering with other industry leaders such as SESMA, WCTC, NACE, PCMA, PMPI, ASAE, and HSMAI to invite their membership to the EXPO. ISES members may attend the expo for \$5.00, while members of selected other special event and meeting planning professional organizations and guests attend for \$10.00. Guests can pre-register for the Expo at the ISES DC website, which is www.dcises.org.

Who exhibits at the Expo? Only members of the DC Chapter of ISES. Prospective members may join before the Expo date of November 1, 2007 in order to purchase a booth. Join online at www.ises.com.

I need a lot of space for the exhibit I want to set up. How can I be sure my exhibit will fit? Each Expo booth provides the space necessary to accommodate one 6-foot banquet table, two chairs, and staff to work the booth. Should you need more space for your exhibit, you may purchase multiple spaces and combine them. Booth location will depend on sponsorship level and will be awarded on a first-come, first-served basis.

What are my power options? We will contact you after receiving your registration form to discuss power options and booth placement. You will be asked to complete and return a power request form.

As a caterer, am I allowed to serve food at my booth? Absolutely, as long as you are bonded. We will need a copy of your information. However, caterers must keep in mind that they will not be allowed to use the kitchen or supplies of our host site. Therefore, caterers are asked to use only disposable food service items in their booth.

When can we set up our booth? Set up will begin at 8:00 am and must be completed by 4pm. Load out needs to be completed by 11:00 pm. If you have major load in items please contact us to get on the loading dock schedule for the day.

Do we have to pay to attend the event? Each exhibitor will receive two complimentary tickets for the EXPO. Please indicate the names on the exhibitor form. All other member guests can pre-register on line for \$5.00 and non-member guests for \$10.00.

What kind of sponsorship opportunities are available? You can visit our website, www.dcises.org, to find out about upgrades to your booth purchase and other fantastic sponsorship opportunities. Make your dollars count!