

Exhibitors' FAQ

Inquiries: Jerry Koenig at expo@IntelligenceSummit.org, phone: 770-977-1200, or fax: 770-977-1230

- **Can I bring my own exhibit materials/freight into the exhibit hall?**

Exhibitors can bring their own materials into the hall as long as they are able to carry it on their own and not require any support help or equipment to handle their materials. If added help or hauling equipment is needed, you must use the services of Gulf Coast Expo, the exposition contractor that is handling the exhibit hall installation and dismantling.

- **Can I break my booth down early on the last day of exhibits in order to catch an early flight?**

Breaking down a booth during the exhibit hours compromises the integrity of the entire exhibit area. Exhibitors are expected to hire the exposition contractor to install and/or dismantle their booths in the event exhibiting personnel cannot be present during the published installation or teardown.

- **What is included with the booth registration fee?**

For the registration fee, you will receive two passes to all conference sessions, activities and meals. It also includes a 6' draped table, 2 chairs, a waste basket and an ID sign.

- **Can I have more than two people staff my booth?**

The booth fee includes the registration of two people to staff your booth. You can register additional staff people at the cost of \$365 per person, which includes access to all conference sessions, activities and meals.

- **How are booths assigned?**

The booths are assigned on a first-come-first-served basis. After you have registered and paid for your booth(s), you will be contacted for your booth selection based on available booths.

- **If I need additional equipment or services for my booth, how can I get them?**

Once you have registered and paid for your booth, Gulf Coast Expo will e-mail a copy of the Exhibitor Service Kit to you. The Kit contains order forms and instructions for obtaining whatever additional needs you may have for your booth.

- **If I need some equipment or services on site, what can I do?**

Gulf Coast Expo will have a service booth located near the Exhibit Hall where you can order whatever equipment and services you may need.

- **Is the Exhibit Hall carpeted?**

Yes, the hall is carpeted, however if you want a specific colored carpet you may order it through the Exhibitor Service Kit from Gulf Coast Expo.

- **How should I ship my booth equipment to the show?**

We suggest you use the services of Gulf Coast Expo as outlined in the Exhibitor Service Kit. For a fee, they will track your shipment, store it until the show setup date, deliver your equipment to your booth, store the crates, and at the close of the show, bring your crates back to your booth and ship your equipment to your home location.

- **If I want a separate hospitality suite, what can I do?**

You can arrange for a hospitality suite on your own with the hotel. The one stipulation is that you cannot open the suite during any hours the Exhibit Hall is open.

- **Will the Exhibit Hall be secured?**

A security guard will be on duty when the hall is close. However, all exhibitors are responsible for their own equipment and should remove any equipment of value each night. The security guard will provide general visible security to deter after-hours intrusion, but the guard cannot oversee the contents of every booth.

- **Can I display a vehicle as part of my exhibit?**

Vehicles cannot be brought into the Exhibit Hall, however there is one aisle across from some of the meeting rooms where vehicles can be brought into the building for display. If you are interested, contact Jerry Koenig for further information.

- **Are there any restrictions on what I can display in my booth?**

The general rules say that you cannot block the visibility of, nor distract from, any neighboring booths. The use of recorded music should not interfere with surrounding exhibitors. You cannot place any equipment in the aisles. And you should show consideration to other exhibitors and be a good neighbor.

