

to move forward; to look forward; from this day forward

The Moving Forward Conference



Pacific Intermountain
Parking & Transportation
Association



Exhibitor FAQ

Q: What are the dimensions of my booth? What is included?

A: Each booth space is 8 feet wide, which includes a table that is 6 feet long by 30 inches wide, two chairs, black table cloth, and a waste can.

Q: When can I set up my booth?

A: On Sunday, July 17 from 7:00am to 2:00pm in the Discover Ballroom.

Q: When can I tear down my booth?

A: On Tuesday, July 19 from 1:00pm to 5:00pm.

Q: Is power and/or wireless internet available?

A: Yes, but it is supplied by the hotel. Power is \$40 per day per space wireless Internet connection is \$5 per day. You may pre-register for power and Internet access via the conference website.

Q: Do I need to use the table and/or chairs?

A: No. As long as you do not exceed the spaces provided to you, encroach on another exhibitor's space, block the view of another exhibitor or extend into areas meant for walking you may use the space as you wish.

Q: Can I hang signs on the wall in my booth?

A: No, only the hotel staff is able to hang signs and information on the wall. If you would like to hang information on the wall, please contact Jeff Petry at jeff.t.petry@ci.eugene.or.us. The Hilton charges \$25/hour to hang information on the wall.

Q: How is booth selection determined?

A: Conference sponsors that are exhibitors have first choice of location. The remainder of spaces is determined by order of sponsorship size and then by order of registration. Exhibitors who are not sponsors will then be given their booth choice by order of registration.

Q: When can I choose my booth?

A: Conference Co-Chair Jeff Petry will begin contacting exhibitors a few weeks before the conference.

Q: What address should I ship items to?

A: Due to our limited storage facilities and the liabilities that are involved, the hotel can accept large amounts of material or equipment up to three (3) days prior to your meeting. Shipments arriving prior to three days before the start of your conference could be subject to storage fees.

When sending shipments to the hotel, please use the following label format:

Attendees Name (Guest)
c/o Hilton Vancouver Washington
301 West Sixth Street
Vancouver WA 98660
PIPTA Tradeshow
Tenly Mabrouk, Event Manager

Q: Can I include items in attendee bags?

A: Yes, you may provide any items for the conference bag. These items must be at the hotel no later than noon on Saturday, July 16. If you intend to provide such items let Jeff Petry know by e-mailing Jeff at jeff.t.petry@ci.eugene.or.us.

Q: What about door prizes or raffles?

A: During exhibitor hall time we will be happy to announce door prize or raffle winners. If you would like to bring door prizes or raffle items please let Jeff know at jeff.t.petry@ci.eugene.or.us.

Q: How many representatives come with an exhibitor registration?

A: Each exhibitor registration comes with one full conference registration. Additional exhibitor representatives can be added for \$150.

Q: Can I attend other conference events?

A: Yes, your registration entitles you to attend the conference. Special events may require an additional fee.

Q: Are there any other events specifically for exhibitors?

A: Yes, the President's Welcome and Sponsor/Exhibitor Recognition Reception is being held to recognize you for your contribution to our conference.

Q: Can I sponsor the hosted beverage service for the reception?

A: Yes, please contact our Sponsorship Chair John Meek at jmeek@republicparking.com

Q: Who from the conference committee can answer my questions?

A: Jeff Petry, jeff.t.petry@ci.eugene.or.us. 541-682-5729

Q: Will I get a list of attendees?

A: Yes. A printed list will be provided at registration to all attendees, sponsors and exhibitors.