



# EXHIBITOR CHEAT SHEET

## **What is included in my booth fee?**

- 10x10 booth space (standard size)
- 8’ Draped back wall (blue and white) and 3’ side dividers (blue)
- 7” x 44” one-line black & white company identification sign
- 6 exhibit staff badges – includes reception (Tuesday) and lunch (Wednesday & Thursday).
- Pre- and Post-Show Electronic Attendee Lists.
- One Lead Retrieval Mobile App *per company*
- Basic internet
- Daily aisle maintenance
- 24-hour Security in exhibit hall
- Company listing on Web Site, complete with profile that can be modified by you at any time
- Opportunity to participate in the Solution Showcase Sessions.

SAVE 25%! Take advantage of the special discounted Furniture Package Freeman offers that includes a table, carpet, two chairs and a wastebasket. Refer to the [Booth Package order form](#) in the Freeman Service Kit.

## **What is the Exhibit Schedule?** (subject to change)

Exhibitor Move-in	Monday, Sept. 21	1:00 pm – 5:00 pm
	Tuesday, Sept. 22	8:00 am – 4:30 pm
Show Hours	Tuesday, Sept. 22	5:30 pm-7:00 pm
	Wednesday, Sept. 23	10:00 am – 4:30 pm
	Thursday, Sept. 24	10:00 am – 1:00 pm
Exhibitor Move-out	Thursday, Sept. 24	1:00 pm – 5:00 pm
	Friday, Sept. 25	8:00 am – 12:00 pm

## **Exhibit Hall Reception - MUST ATTEND !**

The opening reception on Tuesday, September 22 at 5:30 pm takes place in the Exhibit Hall. All exhibit staff should be in their booth and ready to go at 4:30 pm. This event provides attendees with a “sneak peak” of the exhibit hall. It’s also a great social setting for exhibitors to network with participants. CTC suggests you don’t display your “giveaways” during the reception. You want everyone to come back to your booth Wednesday or Thursday to discuss with you the products and services you provide.

## **When should I arrive/depart Minneapolis?**

Make plans to arrive in time to have your booth completely set-up by 4:30 pm on Tuesday, September 22 for the Opening Reception in the exhibit hall.

Please note Exhibitor move-out begins Thursday, September 24 at 1:00 p.m. **If Freeman is storing any crates/boxes for you, please allow 2-3 hours for the cases to be returned to your booth after close of show.**

### **What are the booth height restrictions?**

In-line booths: no higher than 8'

Island booths: no higher than 20'—this includes any signs that will be hung above your booth.

### **Is the exhibit hall carpeted?**

The exhibit area is NOT carpeted. Aisles will be carpeted in blue. Show management requires all exhibitors to carpet their exhibit space – **you must order carpet.**

SAVE 25%! Take advantage of the special discounted Furniture Package Freeman offers that includes a table, carpet, two chairs and a wastebasket. Refer to the [Booth Package order form](#) in the Freeman Service Kit.

### **What's my booth number?**

Please access the CTC website at [ctc2015.org](http://ctc2015.org) to view booth assignments.

### **Can I set-up my own booth?**

Please refer to the [Freeman Service Kit Union Regulations](#) for detailed information.

### **Can I serve food or beverages in my booth?**

No outside food or beverage is allowed in the Convention Center. If you wish to serve food or beverages in your booth, you may do so only by ordering through the convention center's catering company. A [catering order form](#) is provided in the Service Kit.

### **How do I obtain internet, power, and audio visual services for my booth?**

**Basic internet is provided** to all exhibitors in the hall for email and web surfing (included in booth fee). However, if you require a fast, reliable dedicated connection, it is highly recommended that your purchase a wired internet connection (at your own expense).

Your service kit includes order forms for internet, power, and audio visual services. There are also special links directly to these forms on the [CTC website](#), under Exhibitor Service Kit.

### **How do I ship my booth to/from the show?**

Please reference Freeman's Quick Facts sheet for detailed shipping information and dates. There are shipping forms included in your service kit. There will be a Freeman Service Desk located in the back of the exhibit hall should you have any questions or require assistance with your shipping arrangements.

Please note Exhibitor move-out begins Thursday, September 24 at 1:00 p.m. **If Freeman is storing any crates/boxes for you, please allow 2-3 hours for the cases to be returned to your booth after close of show.**

### **Is there parking available at the convention center?**

Parking information is available on the Minneapolis Convention Center website

<http://www.minneapolis.org/minneapolis-convention-center/overview/directions-parking>

### **Are there restrictions on the use of the Pre- and Post-Show Attendee List**

CTC Exhibitors will receive a complimentary electronic excel file of the pre and post-show attendee lists. The pre-show attendee list will be sent to exhibitors two weeks before the show. The post-show final attendee list will be sent to exhibitors within four days of show closing. Each list can be used **ONE TIME** to market your company's products and services to conference participants. Duplication or reselling of the mailing list is not permitted. The final attendee list can be used **ONE TIME** within 45 days of the show closing (November 11, 2015).

The electronic attendee list will only include mailing information—phone, fax and e-mails will not be included. Each exhibiting company receives one complimentary lead retrieval app to use on a single device. This will assist exhibitors with capturing leads. When an attendee's name badge is scanned, it will include complete contact information, including phone number, fax and e-mail address. **Be sure to use your lead retrieval app!!!**

### **CTC RULES & REGULATIONS**

Please review CTC's [Rules and Regulations](#) to ensure you are abiding by the show's policies.

### **Other Questions**

Booth set-up, shipping requirements, furniture orders, carpet, contact Freeman at 773.473.7080.

Power or internet, contact Minneapolis Convention Center at 612.335.6550.

Please contact Stacey Smith with any other questions at 757. 259.1816; [ssmith@ncsc.org](mailto:ssmith@ncsc.org).

### **IMPORTANT DEADLINE DATES – Mark your Calendar!**

August 31 Freeman Discount Order Deadline  
[Booth Package Discount Order](#) Deadline

August 7 Sponsor Meter Board Artwork Due

August 21 Lead retrieval discount order deadline.

September 7 Power and Internet discount order deadline.

September 14 Catering order deadline.

September 14 Exhibit Staff Badge entries must be completed – after this date, any additional staff will need to register on-site!