

Frequently Asked Questions

- 1. Will I be able to ship my materials to the hotel prior to the conference?** Yes. The hotel will accept shipments no sooner than 3 days prior to the conference. In addition, they ask that you number each box and clearly write the name and dates of the conference on the outside.
- 2. What is the booth arrangement?** Each booth will be supplied with tables covered with linens and skirting, chairs and wastebaskets. Detailed descriptions are included in the online registration.
- 3. What additional items do I need to bring?** The hotel requires that you supply your own dollies, extension cords, and display covers for off-hours. Room lighting is limited to overhead so it is recommended that for brightly lit display surfaces, you may want to supply your own lamps.
- 4. Where will I be able to unload / load my materials and is there easy access to the exhibit hall?** Large materials can be unloaded on the Peach St. side of the hotel (parking meters will be bagged) and smaller loads can be brought in through the 10th St. doors. Both entrances are at sidewalk level and are within easy walking distance to the hall.
- 5. Where will I park during my conference stay?** Indoor parking is provided in the basement of the hotel with elevator access.
- 6. How will my booth be identified?** The conference will supply uniform, attractive signage to identify each exhibitor. If there is a question about any additional signage that you wish to use, please contact me.
- 7. What will I do in my off hours? What is there to do in Erie?** Upon receiving your registration, I will send you a letter of confirmation and also include a list of suggestions for your Thursday and Friday evenings' entertainment. Upon your arrival at our conference, you will receive a welcome basket, included in which you will find a list of area restaurants and attractions.
- 8. During the conference, to whom will I address any questions or concerns?** During vendor hours, there will always be a conference committee member located in the vendor area. Any concerns will be dealt with as quickly as possible.