EXHIBITORS’ FREQUENTLY ASKED QUESTIONS

What information do I need to provide to IBTTA?

Please provide a company description (approximately 100-150 words) and add your company’s URL at the end of the paragraph for the printed program and a high resolution (300 dpi) vector-based version of your company logo. IBTTA will begin to raise awareness of your company as an exhibitor on the Technology Summit web page and mobile meetings app.

IMPORTANT NEW INFORMATION (as of February 12):

Where and to whom do I send my exhibit display and packages?

All exhibitor freight should be sent directly to the Freeman warehouse with the following label:

Exhibiting Company Name / Booth #
IBTTA Technology Summit
C/O FREEMAN
6060 NANCY RIDGE DRIVE, STE C
SAN DIEGO, CA 92121

By what date may I schedule these deliveries to arrive?

Freeman will accept crated, boxed or skidded material beginning MARCH 2, 2020 at the above address. Advance warehouse pricing will be extended up until MARCH 30, 2020 at 3:30 PM. Materials arriving after this date will be assessed an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (714) 254-3410.
How do I learn more about the package handling?

Please follow the instructions provided in the Freeman exhibit services kit.

Where will the exhibits be located?

The exhibit area is located in the Sapphire Ballroom on Level 4 of the hotel. IBTTA will be assigning exhibit spaces from paid exhibit reservations received on a first come/first served basis. Your crew will be directed where to set up your exhibit upon arrival on Thursday, April 2.

What is my exhibit booth number?

There will not be an exhibit space numbering system for the IBTTA Technology Summit. Instead of exhibitors requesting preferred spaces, IBTTA staff will be assigning the exhibit positions a few days before the event and coordinating logistics on site. We will work with the hotel staff to fulfill any of your special order requests by referring, not to exhibit booth numbers but, to the names of the exhibiting companies. The exhibit floor plan will not be finalized until all exhibitors have signed up, so exhibitors will not see a floor plan prior to the show.

For set up on Thursday, April 2, your crew will be directed to your exhibit space upon arrival.

What does the exhibit space include?

You will have a 10’ x 10’ space which does not have pipe and drape. Your space will include a regular draped 6’ table, two chairs, and waste basket.

How do I order special services?

Special requests (e.g., electricity, equipment rental, internet service) may be ordered by using the Freeman exhibit services kit.

Is the exhibit floor carpeted? What is the ceiling height?

Yes, the exhibit floor is carpeted. The ceiling height of Sapphire Ballroom is 24’. If your exhibit is substantially larger than normal where the ceiling height is a concern, we suggest you contact Freeman to discuss logistics of your exhibit booth display.

Will there be Security?

The exhibit area is not locked when the exhibit hall is closed and the hotel is not held responsible for securing the area. Please prepare accordingly.
When is Set up and Tear Down?

Set up of exhibits will take place on Thursday, April 2 from 8:00 pm – 12:00 midnight. This will coincide with our Evening Event: San Diego Under the Stars that will be held right outside on the hotel grounds, so as soon as your team has finished setting up, your registered meeting attendees will be able to participate in the festivities. (We’ll also have some fun activities in the exhibit hall – for exhibitors only – while they’re setting up their booths and displays.)

Tear Down of exhibits will be on Saturday, April 4 from 2:00 – 4:00 pm. (All times are subject to change.)

What are the exhibit hours?

Exhibitors will be able to meet with attendees during the same hours that meeting registration is open.

<table>
<thead>
<tr>
<th>Thursday, April 2</th>
<th>Friday (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Set up (with Exhibitors Only reception) 8:00 pm – 12:00 midnight</td>
<td>• Networking Reception with Exhibitors 5:30 – 7:00 pm</td>
</tr>
<tr>
<td>Friday, April 3</td>
<td></td>
</tr>
<tr>
<td>• Breakfast with Exhibitors 7:00 – 8:30 am</td>
<td></td>
</tr>
<tr>
<td>• Refreshment Break with Exhibitors 10:30 – 11:00 am</td>
<td></td>
</tr>
<tr>
<td>• Lunch with Exhibitors 12:30 – 2:00 pm</td>
<td></td>
</tr>
<tr>
<td>• Refreshment Break with Exhibitors 3:30 – 4:00 pm</td>
<td></td>
</tr>
</tbody>
</table>

Saturday, April 4

• Breakfast with Exhibitors 7:00 – 8:30 am
• Refreshment Break with Exhibitors 10:00 – 10:30 am
• Lunch with Exhibitors 12:00 noon – 1:30 pm
• Tear Down 2:00 – 4:00 pm

(All times are subject to change.)

How many people may we have in our exhibit space? How do they register?

There is no maximum number of people you may have in your exhibit booth.

One complimentary “booth only” registration is included with each 10’ x 10’ exhibit space reservation. If you have any additional personnel that will be solely staffing your exhibit booth for this meeting, please remember that the rate for a “booth only” exhibitor is $500.

Please use the Exhibit Personnel Form for all individuals (including your one complimentary booth staff member) and return it to our Meeting Registrar, Harry Smith at hsmith@ibtta.org. The Exhibit Personnel Form can be found on page 7 of this document. Those individuals who are already registered as attendees for the full meeting do not need to do anything further; but we want to be sure we are accounting for everyone in the exhibit area and that all booth personnel will have a pre-printed name badge.

The $500 exhibitor (booth only) fee includes all meals during the meeting and the Thursday Evening Event, San Diego Under the Stars. The fee does not include sessions, technical tours, or outside events. Exhibitors wishing
to attend the full meeting should register as a full Delegate. Each exhibitor MUST complete an attendee registration form.

“Booth only” exhibitors wishing to attend any of the technical tours or outside events may register for those special activities separately. (See meeting brochure for details.)

**Are individual exhibit hall passes permitted?**

IBTTA does not supply any complimentary exhibitor floor passes, but exhibiting companies may purchase “*exhibit show only*” attendance at $100 per person for local contacts to visit their booth.

This would give your potential customers an opportunity to visit with you on either of the two days and enjoy lunch in the exhibit hall:

- Friday (12:30 – 2:00 pm) **OR**
- Saturday (12:00 noon – 1:30 pm)
  
  *(All times are subject to change.)*

No one may enter the exhibit hall unless they have registered with us; and the “exhibit show only” attendee may only participate one of the two days during that specific period of time. **The rate is $100 per person per day (lunch only).**

**Can I receive a preliminary list of attendees?**

Yes, exhibitors will receive updated lists of the registered attendees on a weekly basis beginning the week of March 1, 2020.

**How do I make sleeping room reservations?**

The *IBTTA Technology Summit* will be held at the Hilton San Diego Bayfront. The cut-off date to obtain the IBTTA negotiated hotel rate is March 11, 2020 or until the IBTTA room block is sold out. Please visit [www.ibtta.org/SANDIEGO](http://www.ibtta.org/SANDIEGO) for reservation information.

**Be sure to review the important Terms and Conditions and Rules for Inline Booths on pages 5 and 6.**

**Questions?**

Contact Terri Lankford at tlankford@ibtta.org or 202.659.4620 x11 if you have additional questions or need assistance that is not addressed in the above information.

**We look forward to seeing you in San Diego!**
IBTTA Exhibitor Terms and Conditions

1. **Payment:** Full payment is required before Exhibit Space will be reserved. All fees must be paid in U.S. dollars and drawn on a U.S. bank. Payor must assume all bank fees.

2. **Exhibitor Rate:** Your organization’s 2020 IBTTA membership dues must be paid in full by time of reservation to qualify for the member-discounted Exhibitor rate.

3. **Cancellation Policy:** All Exhibit Space cancellations or reductions must be made in writing. Refunds are calculated as follows:
   - Cancellation or reduction of Exhibit Space prior to March 2, 2020, a refund of 50% of Exhibit Space cost will be granted.
   - Cancellation of Exhibit Space after March 2, 2020, no refund will be granted.

4. **Insurance:** Exhibitor shall effect insurance coverage for all exhibit merchandise at site and in transit exclusive of business interruption insurance, if applicable, and IBTTA shall not be responsible for any loss or damage thereto, howsoever incurred. The Exhibitor must carry his own fire insurance and public liability insurance of not less than one million dollars and provide proof of insurance to IBTTA prior to move-in. Please note the hotel may check for this when you move in, so be sure to have proof of insurance with you onsite.

5. **Exhibit Set-Up/Tear Down:** Installation and Dismantling of Exhibits may only be conducted during the time specified. See page 3 for details.

6. **Exhibit Guidelines:** IBTTA will follow the official Guidelines for Display Rules and Regulations as issued by the International Association of Exposition Management. A copy of these rules may be requested from the IBTTA office.

7. **Considerations:** The playing of music or loud noises within the exhibit or display area is strictly prohibited.
Standard Rules for In Line Booths

In Line Booth (per floor plan all booths are in-line)

This illustration is for descriptive purposes only.

**Definition:** A Linear Booth has only one side exposed to an aisle and has at least one adjacent neighbor on either side of the booth. They are also called “in-line” booths.

No exhibit construction or signage may exceed 8’ in overall height. The maximum height of 8’ is permitted on the back 5’ section and a maximum height of 4’ is permitted on the front 5’ section. Please reference the diagram below for allowable configurations.

**Note:** When three or more Linear Booths are used as a single exhibit space, the 4’ height limitation is applied only to that portion of exhibit space which is within 10’ of an adjoining booth.

A **Corner Booth** is a Linear Booth at the end of a series of Linear Booths that is exposed to aisles on two sides. All other guidelines for Linear Booths apply.

**Hanging Signage:** Hanging ceiling signs is **not** permitted in a Linear Booth.
EXHIBIT PERSONNEL FORM

Technology Summit | April 2-4, 2020 | San Diego, CA

PLEASE COMPLETE ONE FORM PER EXHIBITOR

This form is for Exhibit Personnel Only

First Name ______________________________________ Last Name __________________________________

Title ___________________________________________ Name for Badge ____________________________

Organization ______________________________________________________________________________

Address ___________________________________________________________________________________

City __________________________________ State___________Postal Code________Country ______________

Phone ___________________________________________ Email _____________________________________

ATTENTION EXHIBITORS!

Register before March 20, 2020 to appear in the registration list.

www.IBTTA.org/sandiego

FEE INFORMATION

1 The Exhibit Floor only. The registration fee does not include sessions.

2 The registration fee includes all meals, receptions and events listed in the Program with the exception of individually priced tours. The Evening Event is included in the registration fee.

REFUND AND CANCELLATION POLICY

Full registration refunds less $75 administrative fee will be made if cancellation is received in writing by IBTTA before March 20, 2020. No refunds will be issued after this date. Tours are subject to cancellation if minimums are not met. No refunds will be issued for tour reservations cancelled after March 20, 2020. No refunds will be issued for no-shows. Substitutions are allowed at any time.

SPECIAL REQUIREMENTS

If you have special meal or other requirements, please contact Anna Sohriakoff at asohriakoff@ibtta.org.

REGISTRATION QUESTIONS?

Contact Harry Smith, IBTTA Registrar, at hsmith@ibtta.org or (202) 659-4620 x10.

PAYMENT SUMMARY

1. Registration Fees $  ____________

2. Tours & Events $  ____________

Total Due   $  ____________

METHOD OF PAYMENT

I wish to use the credit card listed below:

- Visa
- MasterCard
- American Express

Card Number ________________________________
Exp. Date _________________________________
Name on Credit Card _______________________

Authorized Signature (only if paying by credit card)

Billing Address if different from above:

- Corporate Check
- Wire Transfer Pending
  (Contact Harry Smith at hsmith@ibtta.org)
- Credit Card (4% administrative fee will be added)

NOTE: If you would like to have your professional fees billed separately from your personal fees, please contact Harry Smith at (202) 659-4620 x10 or hsmith@ibtta.org.

I have read and understand the payment and cancellation policies outlined above.

Signature __________________________________

Date  _____________________________________

WWW.IBTTA.ORG/SANDIEGO

One complimentary Exhibit Floor Only registration is included with each 10’x10’ exhibit space.

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit “Floor Only” Registrant¹</td>
<td>comp</td>
<td>comp</td>
</tr>
<tr>
<td>No Sessions. Floor Only. (one per booth)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upgrade to Full Delegate²</td>
<td>$275.00</td>
<td>$775.00</td>
</tr>
<tr>
<td>(First staff person only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Includes Sessions and all Events in the Program except for Tours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional “Floor Only” Exhibitor Personnel Registrant¹</td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>No Sessions. Floor Only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Delegate²</td>
<td>$775.00</td>
<td>$1,275.00</td>
</tr>
</tbody>
</table>

ATTENTION EXHIBITORS!

Register before March 20, 2020 to appear in the registration list.

www.IBTTA.org/sandiego

2. TOURS & EVENTS

For the technical tour, please register to guarantee participation. Tickets will be sold on-site but are subject to availability.

<table>
<thead>
<tr>
<th># OF TICKETS</th>
<th>PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$40.00</td>
<td></td>
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</tbody>
</table>

TECHNICAL TOUR

South Bay Expressway, Cross Border Express and Future Otay Mesa East Port of Entry

Thursday, April 2, 2020 | 8:30am – Noon

Additional events are being planned. Exhibit personnel may sign up to participate in these functions at a later time or on-site.

WWW.IBTTA.ORG/SANDIEGO