EXHIBITOR FREQUENTLY ASKED QUESTIONS

What comes with my booth? Pipe and drape back and side panels, one six foot skirted table, one 72" x 4" black and white ID sign with company name; and one waste basket. (Chairs and carpet are not included.)

What are the height restrictions for a standard space? The back five feet of your booth cannot exceed EIGHT (8) feet tall. Your display in the front five feet of the booth may not exceed four feet tall. (Twenty by twenty foot islands have a 16 foot height maximum.) See Prospectus for complete set up guidelines and diagrams.

How do I order additional services such as carpet, electricity, chairs, etc.? The floor is concrete so if you need flooring you will have to order through the show decorator or bring it yourself. You cannot hire an outside contractor to install carpet or padding for you. If you need electric, internet, extra signage or any other decorating or exhibit services, you will be provided with order forms in the exhibitor services kit to be emailed 45 days prior to the show. Beginning April 1st, visit www.haaexpo.org and click on “Exhibitors” for the full exhibitor kit. Shepard Exposition Services is our show decorator and can be found at www.shepardes.com.

How many representatives can we have on the show floor at a time? Four (4) for a standard 10 x 10 space at any given time. If you have a double booth eight (8) representatives are allowed at one time. Twenty by twenty Islands are allowed up to fourteen (14) representatives at a time. Guests or hired contractors are considered part of your representative total. If there are more than your allotted reps in the show hall, they will be asked to leave the show floor.

When can I move in? The day before from 3 – 7:00 pm. All large freight must come in the day before. Move in continues the morning of the show from 8 am - 11:00 am but only “HAND CARRY” items are allowed. The large freight doors will NOT be open on the day of the show. **ALL DOORS AT THE BACK LOADING DOCK WILL BE CLOSED AND LOCKED AT 11 AM.** Anyone arriving after 11 am must come through the front of NRG Center. All booths must be completely set up by 12:30 pm.
Where do I register my Exhibitor Badges? THERE IS NO NEED TO PRE-REGISTER YOUR REPRESENTATIVES NAMES. All exhibitor badges will be printed on-site at the “Exhibitor Check-In Area” in Hall C on Wednesday from 5:00 pm - 7:00 pm and Thursday from 8:00 am – 5:00 pm.

What are the show hours? From 1:30 – 6:00 pm.

What is the theme/show colors? Black/Silver/Red

When is move out? The day of the show as soon as the show officially closes until 9:00 pm and the next morning from 8 - 11 am. Absolutely no break-down is allowed before 6 pm to keep within the integrity of the show and for safety reasons. Violators are subject to lose the option to exhibit the following year.

How do I reserve my booth for next year? A renewal form will be sent from HAA 30 days prior to the show. You will also receive a renewal form the morning of the show. First right of refusal will expire at 4:30 pm the day of the show. All unreserved booth spaces will go up for sale at the “Pre-Sales” counter at the front of the hall. If you lose your space or want to move to a new location, we will sell open spaces by “lottery.”

Where can I purchase beverage tickets? Beverage tickets can be purchased at the front of the hall. Beer, wine and liquor tickets are one set price and bottled water and soft drink tickets are another price. (Aramark will set the price.)

Can I have food or beverage in my booth? NO outside food or beverages are allowed. Any food or beverage including water and alcohol must be purchased from Aramark. Per ARAMARK rules, no alcohol type “giveaways” or prizes are allowed at the show.

Can I announce contest winners for my prizes? HAA does not announce winners for specific booths or companies over the PA system. You can contact HAA if you would like to announce your giveaway winner in the ABODE magazine.

For further questions, contact Amanda Sherbondy at asherbondy@haaonline.org or 713-595-0316.