

Baltimore Area Conference
October 5-7, 2017
Frequently Asked Questions

Where is the Baltimore Area Conference located?

The Baltimore Area Conference is being held in Hall E of the Baltimore Convention Center.

What is included in my booth fee?

Your booth rental includes the rental space (10'x10', 10'x20', 20'x20', etc); 4 full conference registration badges per 10'x10' rented booth space; company listing in the final program, on the conference app , and the online floor plan; one complimentary license for iLeads lead retrieval system (if ordered by deadline).

****Exhibitors are responsible for all booth furnishings and needed services. All exhibitors are required to have some type of flooring in their booth. You may provide your own flooring or rent carpet from Hargrove.**

Who are the official service vendors?

Decorator – Hargrove
AV – Audio Visual Production Services
Electrical – Edlen Electrical
Internet – McDean
iLeads – Global Convention Solutions
Catering - Centerplate

When can I set up my booth?

Wednesday, October 4	8 am – 5 pm
Thursday, October 5	7 am – 9 am

All booths must be set-up by 9 am on Thursday, October 5. Any exhibitor not set-up by this time will not be allowed to set-up until Thursday, October 5 at 5 pm.

What are the exhibit hall hours?

Thursday, October 5	11:00 am – 5:00 pm
Friday, October 6	9:00 am – 4:00 pm
Saturday, October 7	9:00 am – 12 noon

When can booths be dismantled?

Exhibitors cannot start to dismantle booths until 12 noon on Saturday, October 7. Any dismantling prior to 12 noon will result in a fee of \$300 and forfeiture of floor position at future NSTA conferences. Please plan your travel to avoid penalties.

What are the Union/Labor Rules for the Baltimore Convention Center?

Each convention center has different union/labor rules. Please read the [Union Rules](#) for the NSTA Baltimore Area Conference so you are familiar with what you can do to set up your booth.

How do I get my booth materials to the convention center?

We encourage exhibitors to ship materials to the [advance warehouse](#) to save time and money. By using the advance warehouse your shipment will be waiting for you at your booth on Wednesday, October 4th.

The advance warehouse will accept shipments daily from 10:00 am – 4:00 pm starting Friday, September 1st thru Thursday, September 28th.

If you need to ship materials directly to the convention center, please use the [Direct Ship label](#). Direct shipments can arrive starting on **Tuesday, October 3 at 8:00 am**. Please keep in mind if you ship your materials directly there could be a delay in the delivery to your booth.

What is Material and Handling?

Material Handling includes the following services - for more information review [Baltimore Material and Handling Hints](#).

- Receiving and unloading your shipments at Hargrove's warehouse (30 days free storage prior to Event / Show date).
- Reloading onto a Hargrove trailer.
- Delivery of shipment to exhibit hall.
- Placement of shipment in your booth space.
- Removal and storage of empty containers.
- Return of empties to booth at close of Event / Show. [Note: All containers must be empty when stored, Hargrove assumes no liability for material or equipment left inside a container marked as empty.]
- Removal of all packed and labeled materials from exhibit booth.
- Reloading onto outbound carrier for return shipment (based on shipping information provided in your Hargrove Material Handling Agreement).

Charges for the above services will be based on the inbound weight only, whether the above services are used completely or in part. Refer to the [Material Handling Estimate form](#) for detailed pricing information. Weight is rounded up to the next hundred pounds. Shipments received without weight tickets that are weighed by Hargrove may be charged special handling.

What is iLeads?

iLeads is an app that you can download onto your mobile device (iPhone, iPad, and Android) to capture leads at the conference. You scan an attendee's badge at the conference, and follow up after the conference.

Place your order [online](#) or use the [order form](#).

Where is WiFi available?

Complimentary WiFi is available in all lobby spaces (this does not include the meeting rooms or exhibit halls). WiFi is available for purchase in the exhibit hall and meeting rooms.

Are meals included with my booth fee?

NSTA provides an exhibitor lounge that will have coffee, tea, and water throughout the conference, and afternoon snacks (while supplies last) on Wednesday, Thursday and Friday. Snacks will be available at 12 noon each day.

How do I get to the Baltimore Convention Center?

Travel information is available on the [Baltimore Convention Center](#) website.

Where do I park?

There are plenty of parking garages around the Baltimore Convention Center. [Click here](#) for a listing of parking garages.