

# Exhibitor FAQ's

## **Move-In and Move-Out**

Move-In will be Sunday, October 29 from noon to 5 pm and on Monday, October 30 from 8 am to 5 pm. Move-Out will be Wednesday, November 1 from 3 pm to 9 pm and on Thursday, November 2 from 8 am to noon.

## **Carpet**

The exhibit area is NOT carpeted; however, the aisles will be carpeted. You can purchase carpet for your booth from Freeman (show decorator) or you can bring your own flooring. See page 62 in the Freeman Exhibitor Service Kit to order carpet.

Exhibitor booth carpet cannot be the same color as the aisle carpet. Booths that span across an aisle may NOT use their carpet across the aisle: this is common ground and must be kept clear. No portion of an exhibit structure may extend beyond the assigned floor space.

## **Electric Services**

See page 97 in the Freeman Exhibitor Service Kit to purchase electricity for your booth. The form must be completed and returned to Music City Center or you can order online at [www.nashvillemusiccitycenter.com](http://www.nashvillemusiccitycenter.com). Contact Music City Center with questions.

## **Shipping Exhibit Material**

Please note that if you ship to the hotel you could incur charges from them. Please check with the hotel before shipping to make sure you know their policy. See page 22 in the Freeman Exhibitor Service Kit for shipping labels.

## **Labor Rules**

Full time employees of the exhibiting companies may set their own exhibits without the assistance of this Union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union or an Exhibitor Appointed Contractor. Labor can be ordered in advance by returning the Display Labor Form, or at show site from the Freeman Service Center. See page 87 in the Freeman Exhibitor Service Kit for more information.

## **Signs/Banners Over Booth**

Yes. The sign cannot go outside of your contracted booth space. If you have booths that span across an aisle, the sign may NOT go across the aisle; this is common ground and must be clear. You must schedule rigging through the Music City Center; see page 100 in the Freeman Exhibitor Service Kit.

## **Entertaining Customers**

To fully promote the activities of the URA Trade Show, the Association prohibits anyone from using hospitality suites and meeting rooms two days before, two days after and during URA activities. Companies cannot encourage absence of visitors/attendees from the Trade Show or any scheduled event. If an exhibitor is found in violation of these rules, their booth will be shut down immediately and booths space fees not refunded.

Before and/or after URA daily scheduled events, you may invite attendees to join you for breakfast, dinner or cocktails, so long as you take representatives from no more than 3 retail store locations at one time. Multiple vendor representatives may not gather at the same table or combine into one larger group.

## **Wi-Fi Service**

Wi-Fi on the trade show floor is available at a cost. See page 102 in the Freeman Exhibitor Service Kit.

## **Customer Appointments Before Trade Show**

A Private Appointment check-in area will be at the URA Registration each morning of the trade show. A URA staff member will be there to check each Private Appointment in and out.

It is not necessary to provide us with your scheduled appointments. Simply make your appointments with your clients during the hours provided, instruct them to check in and meet you at the check-in area at the registration counter. **Once your meeting is finished, please escort your client back to check them out.** Strolling through the aisles and entering unmanned booths is NOT permitted (by you or your client).

## **Appointment hours will be permitted for the 2 hours prior to the show opening on Tuesday & Wednesday**

## **Drinks and/or Food Service**

Vendors can provide food and/or drinks from their booth; arrangements must be made through the URA. This is considered a sponsorship; you will pay \$1,000 for the sponsorship plus the cost of food and/or drink. The URA will promote your sponsorship and service prior, during and after the show.

## **Music and/or Videos**

You may play soft background music and/or videos in your booth if it does not interfere with neighboring booths. If the sound can be heard beyond your booth space, you will be required to turn down the volume or discontinue use.

## **Distribution of Advertising Material/Canvassing/Soliciting**

Booth/promotional activities, such as demonstrations, live interviews, market research, etc., may not interfere with normal traffic flow nor infringe on neighboring exhibits. Booth/promotional activities are not permitted outside of the exhibitor's assigned booth space. Canvassing or distribution of advertising material by an exhibitor outside their booth space or anyone representing a non-exhibiting firm is strictly prohibited.

## **Security**

Perimeter guard service during the URA Trade show is provided; however, exhibitor is solely and fully responsible for their own exhibit material and should insure their exhibit against loss or damage from any cause whatsoever. Be sure your materials are insured from the time they leave your firm until they are returned after the show. URA recommends that exhibitors arrange for all-risk coverage, usually provided as a rider to your existing policies.