

# Exhibitor FAQ's

- QUESTION** *What is included in a 10'x10' Exhibitor booth?*  
**ANSWER** A 10'x10' Exhibitor booth includes: One (1) 8' skirted table, two (2) chairs, three (3) Exhibitor badges, one (1) company sign and one (1) wastebasket. Corner locations include two (2) 8' skirted tables for an additional charge.
- QUESTION** *In which Hall of the Convention Center does MegaCon take place?*  
**ANSWER** West Building, Hall D
- QUESTION** *What are the set-up and tear-down days and times?*  
**ANSWER** Set-up for MegaCon is: Thursday, March 11th, 2010 from 2:00 pm - 10:00 pm  
Friday, March 12th, 2010 from 8:00 am - 11:00 am  
Tear-Down: Sunday, March 14th, 2010 from 5:00 pm - 11:00 pm
- QUESTION** *Where do I pick up my Exhibitor badges?*  
**ANSWER** Exhibitor badges are mailed out approximately six (6) weeks prior to the convention. **If you do not wish for your badges to be mailed, you must notify MegaCon at time of registration. \*Please let us know if your address has changed since you filled out your application.**  
*Please Note: All Exhibitors must have a badge to proceed to the loading dock at time of set-up. It is very important that Exhibitors keep MegaCon informed of any address changes.* If additional Exhibitor badges are needed, they are available for an additional \$55.00 each and can be purchased either in advance or at the show. if you forget your badge you will be charged \$55 a piece to replace them  
\*We will not remail badges if they are returned for wrong address information
- QUESTION** *Who do I contact for electricity or phone service?*  
**ANSWER** Please refer to the **FACT Sheet** on the back of this form for the list of contact numbers provided regarding these services.
- QUESTION** *What address do I use to ship my product to the show?*  
**ANSWER** All shipping of merchandise for delivery to the booth, is to be received by Shepard Exposition Services. Please refer to the **FACT Sheet** on the back of this form for contact information.
- QUESTION** *Is the inside of the booth carpeted?*  
**ANSWER** The inside of the Exhibitor booths are not carpeted, however, all aisles are carpeted throughout the Hall. You may bring your own carpet/floor covering or you may order it through Shepard Exposition Services.
- QUESTION** *What are the large black dots on the floor plan?*  
**ANSWER** The large black dots are building support columns with fire alarm strobe lights.
- QUESTION** *What do the small squares indicate on the flooplan?*  
**ANSWER** The small squares are positions of electrical source that are located in the floor for the convention center to provide electrical drops.
- QUESTION** *What if I need additional table space?*  
**ANSWER** All Exhibitors are permitted to bring an extra table or you can contact Shepard Exposition Services to rent tables or related items. All tables must be placed inside your booth space and cannot interfere with other Exhibitors or aisle ways. It is the responsibility of the Exhibitor to use such items and decorations in compliance with the Exhibitor Agreement.
- QUESTION** *What is the loading procedure?*  
**ANSWER** Included with your Exhibitor badges will be a loading instruction sheet which will supply you with all necessary information regarding loading day.