

# FREQUENTLY ASKED QUESTIONS



## 1. WHEN IS THE FINAL PAYMENT DUE?

Final payment is due September 6, 2023.

## 2. HOW CAN I AVOID EXTRA DRAYAGE COSTS?

Send smaller packages via UPS, FedEx, etc., to your hotel, not the Convention Center, to eliminate extra drayage and delivery costs from the decorator—use the Fern Company's all-inclusive shipping and drayage program.

## 3. CAN I MOVE IN / MOVE OUT MY OWN BOOTH MATERIALS? **YES!**

An exhibitor may utilize rolling carts and casters, hand dollies and push carts. Move in your own freight! No drayage charges!

## 4. WHEN IS THE DEADLINE TO CANCEL MY HOTEL RESERVATION??

October 20, 2023.

## 5. WHY SHOULD I MAKE MY EXHIBIT BOOTH SERVICE REQUESTS EARLY?

Take advantage of the pre-show early-bird savings when you order early.

## 6. WILL I RECEIVE MY BADGES PRIOR TO THE SHOW?

All exhibitor credentials received by the November 10 deadline will be sent via UPS to the exhibiting company address. All credentials received after the deadline will be processed, but must be picked up on-site in the registration area.

## 7. HOW DO I GET IN TOUCH WITH THE PRESS ATTENDING THE PRI TRADE SHOW?

Trade and consumer media attend the PRI Trade Show, so make sure they know you are there. Bring your media kits for display in the Media Center.

## 8. CAN I BREAK DOWN MY BOOTH PRIOR TO THE CLOSE OF THE SHOW? **NO!**

The PRI Trade Show ends at 4:00 p.m. on Saturday. Any exhibitor that begins packing or breaking down their booth prior to 4:00 p.m. will cause Exhibitor to be subject to a fine and loss of seniority points.

## 9. WHAT TIME CAN EXHIBITORS ENTER THE EXHIBIT HALL PRIOR TO OPENING OF THE SHOW DAY?

Thursday – 7:00 a.m. • Friday – 8:00 a.m. • Saturday – 8:00 a.m.

## 10. WHERE CAN I SHIP MATERIALS OR HAVE COPIES MADE DURING THE TRADE SHOW?

A Ricoh Business Center is located in the lobby. All shipment types are available: FedEx, UPS, etc.

## 11. ARE CHILDREN ALLOWED AT THE PRI TRADE SHOW?

Children under the age of 16 will not be permitted to enter the exhibit halls unless the minor is a licensed racer with valid sanctioning body affiliation. Child care is not provided.