

## MEETING ROOM FAQ's

**Q:** Is there a priority process for meeting room requests?

**A:** No, meeting room requests are on a first come first served basis.

**Q:** When can I get into a room to set up?

**A:** When making your request, please include any setup time needed in your request. We will assign according to the full time needed.

**Q:** Will there be a sign for the meeting room?

**A:** Show Management will create a sign to be placed outside the room for you.

**Q:** Can I provide my own signage?

**A:** You may provide a sign to be placed at the entrance of your room. You may not provide any additional signage throughout the convention center, including directional signage.

**Q:** Can I get a meeting room key, and is there a charge?

**A:** Yes, you can get a key to the room, but there will be a \$500 charge issued by Show Management if the key is not returned by the close of the show. You may not pick up the key until your rental period has begun. Keys can be picked up in the Show Management Office, located in East Hall 3.

**Q:** How can I place orders for my meeting room?

**A:** Once your request has been approved and you have received a room assignment, Show Management can provide you with the vendor contacts for the meeting rooms.