
The 2nd Annual

National Veterans Small Business Conference



FREQUENTLY ASKED QUESTIONS

1. What are the “due by” dates?

(Be sure to check all Order Forms for additional deadlines)

Monday, June 5, 2006

Discount Deadline for electrical orders received with payment, 21 days prior to exhibitor move-in.

Monday, June 12, 2006

Discount Deadline to order services for your booth. Orders must Be received with payment, 14 days prior to exhibitor move-in.

Friday, May 26, 2006

Advance Shipments may begin arriving at Warehouse

Tuesday, June 20, 2006

Last day for Advance Shipments to arrive at Warehouse without Surcharges.

2. What value will the Expo deliver for my company?

When you exhibit at The 2nd Annual National Veterans Small Business Conference, you obtain tremendous marketing, business development, and contracting opportunities via direct access to Federal Government Contracting Officials, DoD SADBUs Associate Directors, other Service-Disabled /Veteran-Owned Small Businesses and Prime Contractors.

3. How much does it Cost to Exhibit at the Expo?

Veteran Platinum Exhibitor \$2,500.00
10' x 16' piped and draped booth with (2) 6-foot skirted tables,
four chairs, wastebasket and electric

Veteran Gold Exhibitor \$1,000.00
10' x 8' piped and draped booth with 6-foot skirted table,
two chairs, wastebasket and electric

Veteran Silver Exhibitor \$200.00

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6-foot skirted table, two chairs, and wastebasket

NOTE: Display Area is Table Top Only

Non-Veteran Platinum Exhibitor \$10,000.00

10' x 16' piped and draped booth with
(2) 6-foot skirted tables, four chairs, wastebasket and electric

Non-Veteran Gold Exhibitor \$5,000.00

10' x 8' piped and draped booth with
6-foot skirted table, two chairs, wastebasket and electric

Non-Veteran Silver Exhibitor \$1,000.00

6-foot skirted table, two chairs, and wastebasket

NOTE: Display Area is Table Top Only

4. **What are the booth sizes?**

- 6' Skirted Table-top Display (**NO FLOOR SPACE**)
- 10' x 8' Booth
- 10' x 16' Booth

5. **What does the cost of booth space include?**

(24-hr. Security)

Table-top Displays

One-line ID Sign (7"x44")

One 6' Draped Table

Two Plastic Contour Chairs

10'x8' Booth

8' High Backwall

3' High Sidewall

One-line ID Sign (7"x44")

One 6' Draped Table

Two Plastic Contours Chairs

One Wastebasket

One 500 Watt Outlet

10'x16' Booth

8' High Backwall

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3' High Sidewall
One-line ID Sign (7"x44")
Two 6' Draped Table
Four Plastic Contours Chairs
One Wastebasket
One 500 Watt Outlet

6. What is not included in the cost of the booth space?

Expo services including, additional electric, A/V or computer equipment, voice/data service, photography, floral and decorations, additional furniture, carpet and any other booth enhancements, are not included in the cost of table top or booth space. Additional services must be ordered using the forms provided in the Exhibitor Services Kit.

7. Who is the Official Services Contractor?

GES has been selected as the official show contractor and will provide the following services: booth furniture and accessories; booth carpet; custom exhibits; rental exhibits; installation and dismantle services; graphics; shipping; lighting and rigging.

GES Exposition Services	Phone (in USA): 800-475-2098
7050 Lindell Road	International Calls: 702-515-5970
Las Vegas, NV 89118-4702	FAX (in USA): 866-329-1437
	International Faxes: 702-263-1520
	Contact Online: www.ges.com/contact

8. How do I order services for my booth?

Order forms for show services are included in the Exhibitor Services Kit, including: voice/data lines, electric, furnishings, floral arrangements, computer equipment, photography, etc. Please note discount deadline due dates in order to receive substantial savings on your orders.

9. Do I have to order booth cleaning services?

Exhibitors are responsible for the cleanliness of their booth areas. A Cleaning Order Form is included in the Exhibitor Services Kit which

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includes vacuuming, shampooing, mopping and waxing. Full and part-time Porter Services (empty wastebaskets at two hour intervals) is also available.

10. **How do I order Signage for my booth?**

A Graphic and Signage Order Form is included in the Exhibitor Services Kit. All standard signs are digitally produced on foam core, include up to 10 words, with a large selection of colors. For custom work and a quotation, please contact gesgraphics@ges.com.

11. **Am I allowed to Share Booth Space with another company?**

Booth sharing is **not** allowed during the Expo.

12. **What Product Categories/Industries are represented at the Expo?**

The following is a small sampling of exhibitors:

- Software developers
- Computer and network systems support
- Materials engineering and manufacturing
- Scientific suppliers
- Water treatment chemicals
- Construction management
- Information and program management support
- U.S. Government entities
- ...and many, many, more!

13. **Will there be a Business Center?**

Conveniently located near the Caesars Palace Conference Center, the Business Center and Concierge supply convention attendees with the means to do business no matter how far from the office. Caesars' Business Center offers a full range of business services, and their professional, courteous Concierge staff can assist with all types of reservations and requests.

Also available throughout the Conference Center are self-service business kiosks where attendees can take care of business while on the go.

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14. Is Internet connectivity available?

Data services are provided by Priority Networks. See the Exhibitor's Service Kit for an Order Form to request data service.

15. How do I Register for Badges?

All Exhibitors and booth staff must register for the conference to receive a name badge. Any changes to booth staff should be reported to the conference, as well as, the expo organizers. All Exhibitors and booth staff will be issued a badge ribbon in addition to the conference badge during on-site registration. If there are any changes, please contact the Conference Hotline at: 703-695-3220, or info@nationalveteransconference.com **and** the Expo Registrar at: 301-459-3777, Ext. 122, or expo@qualitysupport.com.

16. How do I Make Travel and Housing Reservations at a discount rate?

Hotel Accommodations

The 2nd Annual National Veterans Small Business Conference will take place at:

Caesars Palace Las Vegas

3570 Las Vegas Boulevard

Las Vegas , NV 89109

Phone: (702) 731-7222

<http://www.caesars.com/Caesars/LasVegas>

Hotel rates are guaranteed at the following rates:

Government Attendees: \$99.00 per night*

*You will be required to show a valid government I.D. at time of check-in.

Non-Government Attendees: Run of House King: \$119

Palace Tower King: \$159

Check-in time is 3:00 PM Monday through Thursday and 5:00 PM Friday through Sunday. Check-out time is 11:00 AM. Guests checking-

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out after 11:00 AM may incur late charges. Every effort will be made by Caesars to accommodate guests that arrive early. Luggage storage is available.

To make your reservations, please contact Caesars Palace, Las Vegas directly at (800) 634-6661. Be sure to provide the group code: "**SCDV06V**" for the government rate and "**SCDV06**" for the non-government preferred rate.

Reservations must be made by Monday, May 22, 2006. After the May 22nd cut-off date, reservations may be priced at a higher rate and will be based on availability.

Participants should note that room, tax, and all incidental charges (room service, telephone, movies, laundry, etc.) are the responsibility of the individual guest. Participants will be asked to leave a credit card imprint at check-in to cover the cost of all hotel expenses.

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UNITED AIRLINES

United Airlines is offering **special** meeting fares for the attendees of **The 2nd Annual National Veterans Small Business Conference**. To obtain the 10% discount off the unrestricted, fully refundable coach fare or 5% discount off the lowest applicable fares, including First Class, attendees must reference the conference Meeting ID Number: 538TE. An additional 5% discount will apply when tickets are purchased at least 30 days in advance of your travel date. This special offer applies to travel on domestic segments of all United Airlines and United Express flights. Mileage Plus members receive full credit for all miles flown to this meeting. Please note, this does NOT apply to government rates. To take advantage of this great opportunity please call the United Meeting Desk at **1-800-521-4041**. Dedicated reservationists are on duty 7 days a week, 8:00AM to 10:00PM EST.

17. Who Attends the Expo?

Government and non-government personnel.

18. What are the Expo hours?

Monday, June 26, 2006 Installation 8:00 a.m. – 4:00 p.m.
(Booths must be setup by 4:00 p.m.)

Monday, June 26, 2006 Welcome Reception/
Expo 6:00 p.m. – 8:00 p.m.

Tuesday, June 27, 2006 Expo Hours 7:00 a.m. – 5:00 p.m.

Wednesday, June 28, 2006 Expo Hours 7:00 a.m. – 6:00 p.m.

Thursday, June 29, 2006 Expo Hours 7:00 a.m. – 1:30 p.m.
Booth Dismantle 1:30 p.m. – 7:00 p.m.

NOTE: Matchmaking Sessions and Prime/Agency Briefs will occur (1:30 p.m. – 5:00 p.m.)

19. Will there be any activities/functions in the Expo area?

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There will be a Welcome Reception on Monday, June 26. Morning and afternoon breaks will also be held in the Exhibit Hall.

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20. Will there be on-site assistance for Expo services?

GES will have a "Service Center" on-site to assist with your needs. All contractors and production personnel will be available, along with any services you might desire.

Quality Support will also have personnel on hand to provide assistance during Exhibit Hall hours.

21. Where can I look at Floor Plans for the upcoming Expo?

Floor plans can be viewed at:

<http://ww2.eventrebels.com/ERImages/916/FloorPlanPostOnline.pdf>

22. What is the shipping address?

**(NO DIRECT SHIPMENTS WILL BE ACCEPTED AT
CAESARS PALACE)**

Shipments should arrive on or before: June 20, 2006

Advance Shipments to Warehouse:
c/o GES Exposition Services
7000 Lindell Road
Las Vegas, Nevada 89118

Warehouse Hours are Mon – Fri 8:00 a.m. – 4:30 p.m.
Drivers must check-in by 2:00 p.m. to be guaranteed same-day unloading.

23. What are the Show Colors?

The show colors are blue and white.

24. What is there to do in Las Vegas?

There is something for everyone to do in Las Vegas. To get a **FREE** copy of The Official Las Vegas Visitors Guide, call 1-800-847-4858, or visit the following website: www.vegasfreedom.com.

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25. Are there Petroleum Surcharges?

Increased petroleum costs have impacted every facet of GES' business; therefore, a Petroleum Surcharge will result in a 2% increase on all services in the exhibitor service manual. These charges will be shown as a separate line item on your GES invoice.

26. What are the Forms of Payment/Credit Card Authorization?

GES and other service providers require payment in full at the time services are ordered. GES requires that you provide a credit card authorization with your initial order. For your convenience, this authorization will be used to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge. Methods of payment include MasterCard, Visa, Discover, Diners Club, and American Express. **PLEASE CHECK ORDER FORMS FOR EACH VENDOR'S ACCEPTABLE FORMS OF PAYMENT.**

27. Is Third Party Billing allowed?

You may arrange for a third party to handle your display and be billed for services. A form is included in the Exhibitor Services Kit.

28. Can I Tip GES employees?

GES prohibits SOLICITATION AND/OR ACCEPTANCE of tips by any employee. Employees are paid excellent hourly wages denoting a professional status and tipping of any form is not allowed.

29. How do I arrange for Material Handling?

SAVE 10% ON MATERIAL HANDLING. With GES Transportation Plus service, you save money on material handling when you order round-trip shipping of your show materials. For more information call 888-454-4437, or visit online at www.ges.com/logistics.

30. What is Special Handling?

Special handling is a fee that applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor and handling. This would include: ground loading, side door loading, constricted space loading, designate piece loading,

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stacked/cube-out/or loose shipments, multiple shipments, mixed shipments, improper delivery receipts, or uncrated shipments.

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31. How do I arrange for Move Out/Outbound Freight and Shipping?

All outbound shipments will be loaded direct from the show site and will require a **GES Bill of Lading**. Your shipment returned to GES' warehouse for pickup by the carrier of your choice. There is no charge to return your shipment to the warehouse. Please do not schedule a pickup earlier than five days after show closing, (no earlier than July 5). You may take **small hand carried items** to Caesars Palace Business Center for pickup by UPS or Federal Express. As a reminder, no carriers are permitted to pick up shipments directly from the show floor – this includes the business center.

32. Am I required to have liability insurance?

Exhibitors are not required to provide a Certificate of Liability Insurance. However, should you use another contractor other than GES, liability insurance will be required. A sample insurance certificate and Exhibitor Appointed Contractor (EAC) form is included in the Exhibitor Services Kit.

33. Are there special Rules and Regulations I should be aware of?

It is Quality Support's goal to assure that all exhibitors, regardless of exhibit size or location, display their products and services in an environment conducive to successful interaction with attendees, and thereby providing a rewarding trade show experience. The following rules and regulations have been established with that goal in mind.

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the American with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301) and from web site www.usdpj.gov/crt/ada/infoline.htm.

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Structural Integrity

- **Table-top Displays** – Any display that sits on a table top must not exceed the dimensions of a 6 ft. wide table and cannot be taller than 4 ft. high
- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.
- Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirement should not be used. A flame proofing certificate should be available for inspection.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

Lighting

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.

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- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

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Storage

Fire regulations in most exhibit facilities prohibit storing products, literature, empty packing containers or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or products appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

Sound/Music

Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than in the aisle. Sound and noise should not exceed 85 decibels.