

What comes standard with my booth?

Each booth will be supplied with the following items: 8' high backwall drape (black & white), 3' side rail drape (black), and 7" x 44" identification sign. **Booth spaces are NOT carpeted; Show Management requires all booths to be completely carpeted.** Exhibitors must order or provide carpet for their entire contracted and visible booth space. Information on ordering carpet, furnishings, floral, cleaning, and/or other accessories and services (at a cost to the exhibitor) are included in this kit under the **FURNISHINGS** and **VENDOR FORMS** sections.

How do I ship my materials?

You have two options for shipping your exhibit materials: (1) you may ship in advance to the Freeman warehouse or (2) you may ship directly to the Georgia World Congress Center. There are specific instructions listed in the service kit under the **SHIPPING** section of this kit that you must follow when shipping your booth materials. Additionally you may contact Freeman at (404) 253-6494 with any questions.

What are the move-in and move-out hours?

Exhibitor move-in begins Friday, February 1, and continues on Saturday & Sunday, February 2 & 3 from 8:00am-4:30pm each day. Once the show closes at 5:30pm on Tuesday, February 5, exhibitor move-out will commence. Move-out hours are 5:30pm – 10:00pm on Tuesday and 8:00AM – 12:00PM on Wednesday. Exhibitors are reminded that it is against Exposition Rules and Regulations to move-out any display equipment or materials until after the published move-out times. It will take one – two hours before empty cartons/ crates are returned, because the aisle carpet will need to be removed. Please schedule your airline departures accordingly. **(All Exhibitors must clear the Georgia World Congress Center exhibit hall by 12:00PM on Wednesday, February 6, 2008)**

Who do I contact to make hotel reservations?

You are responsible for making your own hotel and travel reservations. Discount hotel reservations are available by visiting the website (www.trainingconference.com) and click on the Hotel & Travel tab or by calling the Housing Hotline at 866-229-2386. We encourage you to make arrangements as early as possible since rooms are assigned on a first-come, first-served basis. **Hotel Reservation deadline is January 11, 2008.** Reservations after this date will be based on availability. For more details about the hotels and rates, visit our website www.trainingconference.com or see the **Hotel & Travel Info** page in the **General Info** section of the service kit.

Can I get a copy of the Attendee List?

You may request a Pre-show or Post-show Attendee List. Exhibitors may use this list to send promotional materials to attendees encouraging them to stop by your booth. This list may be used only one time and includes name, company and address. For additional information, please refer to the order form listed under the **PROMOTIONAL OPPORTUNITIES** section of this kit. **Your booth space must be paid in full to receive this information. The deadline is January 15, 2008.**

How do I capture the names and addresses of Training 2008 once I'm at the event?

Convention Data Services (CDS) is the Official Contractor for Attendee Lead Retrieval Equipment. If you want to capture the names and addresses of the attendees visiting your booth during the show, you should complete and return the enclosed order form to Convention Data Services. Please refer to the enclosed brochure outlining CDS & Xpress Leads' capabilities located under the **VENDOR FORMS** section of this kit. **HELPFUL HINT!** Don't wait until the last day of move-in to pick-up your lead retrieval machine as the line tends to be the longest then.

Can I place my orders online rather than printing and faxing all these pages?

Yes, many links have been provided on the website. If you lose the link for Freeman, go to www.myfreemanonline.com. There you can create your profile and place all of your Freeman related orders. Or you can go to www.trainingconference.com then go to the exhibitor services area. Many of the needed forms will be located there in PDF format.

What if I have more questions about?

Show operations, schedules, contractors, booth guidelines, or website

Contact the EXHIBITOR HOTLINE at (703) 488-2944 or e-mail trainingmagexpo@nielsen.com.

My booth space/competitors/floorplan/sponsorship:

Contact your Sales Manager:	Sean Nodland	(703) 488-2745	sean.nodland@nielsen.com
	Gary Dworet	(646) 654-7659	gary.dworet@nielsen.com
Payment or contract status:	JJ Allen	(703) 488-2732	yunita.allen@nielsen.com