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| Exhibitor Frequently Asked Questions |
| Question | **Answer** |
| What is the size of the Resource Table? | Table is 6 Foot |
| Will a brochure be produced to highlight the Exhibitors participating at the Collaborative? | CTC will incorporate in the Attendee’s Program Folder the list of exhibitors, and a map indicating where the exhibitor is located. Exhibitors are responsible for reproducing their materials. |
| What is the length of time that the Exhibitor Floor will be open? | CTC-RI has reserved event space from 7am until 3:30pm - so the exhibitors can arrive as early as 6:30am to set up & begin to breakdown a little before 3:30pm. Exhibitors do not need to be there for the entire day. Attendees arrive from 7-7:30AM for registration; Session Breaks will be at: 9:15-9:30AM and 11:20-11:35AM. Lunch will be from 12:30-1:30PM |
| Are vendor tables and chairs being provided for the Exhibitors? | Yes, 2 chairs are available at each Exhibitor table |
| Are there point persons designated for Exhibitors to answer questions during the Event on November 1st? | Yes, Vicki Crowningshield, cell: 617 319 1412 and Putney Pyles, cell: 617 686 1263 |
| If I have set-up questions for Crowne Plaza prior to the event on November 1st, who can I contact? | The Crowne Plaza Meeting Manager, Jill Cosgrove, direct line: 401-681-4759 or 401-732-6000 ext. 7959 |
| Is there Wi-Fi available? | Yes, the network and password are as follows: Network: CrowneRIWK\_MeetingPassword: Commerce1 |
| If I need power, will I be able to plug in my device(s)? | If you indicated you needed an electrical outlet, one will be provided to you at your designated table |
| Where should I park and enter the Crowne Plaza? | Please drive through the main entrance, around to the left of the building and follow the signs for the Grand Ballroom and Rotunda to park and enter through the Grand Ballroom and Rotunda Entrance. |
| What do I do if I need a cart to transport my materials to my resource table? | Please plan on bringing a cart or hand truck to transport materials from your vehicle to your resource table. The Crowne Plaza has advised they cannot guarantee that transport will be available. However, you can pull up to the Grand Ballroom/Rotunda entrance on the left side of the building and unload in that car port as needed. |
| Who can I contact for general CTC questions? | Please contact: Candice Brown, cell: 401-632-2237; Susanne Campbell, cell: 401-477-0011 |