



Exhibitor FAQs

Q. What's included in my basic booth rental?

A. Carpet, pipe and drape, a company sign, and waste basket are all included in every level of booth rental.

Q. Are tables and chairs included in booth rental?

A. No, all that is included is a company sign and waste basket. Furniture can be rented - refer to Shepard Exhibitor Kit.

Q. Can I bring my own tables and chairs, or must it be rented through Shepard Exposition Services?

A. Yes, you may bring your own furniture to place in your booth.

Q. Is electricity included with my booth?

A. No, exhibitors can purchase electrical from the convention center - find form in Shepard Exhibitor Kit.

Q. Is WiFi provided complimentary in the exhibit hall?

A. No, WiFi must be purchased through Smart City Networks for all devices requiring internet. Smart City information can be found in the Shepard Exhibitor Kit.

Q. If needed, would I be able to rent furniture or order electrical on site at the event?

A. Yes, exhibitors may order items through Shepard Exposition Services on site or purchase electrical, although rates will be significantly higher on site than pre-order costs.

Q. May alcohol be provided at the booth?

A. Yes, as long as it is purchased through Centerplate, the Convention Center's exclusive catering company. **NO ALCOHOL SHALL BE PERMITTED THAT IS BEING OFFERED OUTSIDE OF CENTERPLATE.** Any exhibitor offering alcohol outside of Centerplate will be asked to leave the show.

Q. How do exhibitors transfer items from vehicles to the exhibit hall during the move-in process?

A. There are several options: IAA offers move-in times through loading docks that are located near the exhibit hall. There are also several entrances around the Convention Center with circle drives that exhibitors may use to haul materials from vehicles to the trade show hall.

Q. As an exhibitor, where do I park during show hours?

A. There are many parking garages surrounding the Convention Center. Check out all parking options online at midwestmultifamily.org/travel.

Q. When is the earliest I can access my booth space?

A. Exhibitors will have access to the trade show hall at 5pm the day before the show (Monday, October 11). It will not be available for exhibitor move-in any time prior. Please see the exhibitor schedule document for more details.

Q. Can I have helium balloons at my booth?

A. No, helium is not allowed inside the trade show. See Regulation Compliance information on midwestmultifamily.org.

Q. I need to catch a flight, can I tear down early?

A. No, early departure is not allowed from the trade show floor. Booths may not be torn down prior to 3:45pm on Wednesday, October 13. See Regulation Compliance for more information on midwestmultifamily.org.

Q. How many company representatives can I have in my booth?

A. Four company attendees per booth are permitted.

Q. How big is my booth?

A. Each booth is 10' by 10' with an 8' pipe and drape backdrop at the back of each booth.

Q. Does IAA have a hotel block I can reserve my room through?

A. Yes, the 2021 MMC host hotel is The Indianapolis Marriott Downtown, located at 350 W. Maryland St. The discounted room rate is \$169 per night and is available October 11-13. Please visit midwestmultifamily.org/travel for the link to reserve your room through the room block directly online. The last day to book your room is September 11.

Q. Will we receive an attendee list?

A? The attendee pre-show and post-show list is available for exhibitors to purchase for \$350.