

## FREQUENTLY ASKED QUESTIONS (FAQ's)

### HOW MANY PARTICIPANTS DOES ETA EXPECT TO ATTEND TRANSACT?

> Attendance is expected to reach 4,000 attendees and exhibit personnel.

### HOW MANY EXHIBITING COMPANIES ARE EXPECTED TO PARTICIPATE AT TRANSACT?

> More than 200 exhibitors are expected. [Click here](#) to see a list of current exhibitors.

### WHO IS THE GENERAL SERVICE CONTRACTOR (DECORATOR) AT TRANSACT?

> Freeman is the official general service contractor for the show and will provide all services in the exhibit area with the exception of telecom services, catering and rigging over 200lbs. Freeman can be reached at 888.508.5054 or [FreemanLasVegasES@Freemanco.com](mailto:FreemanLasVegasES@Freemanco.com).

### WILL AN ATTENDEE LIST BE AVAILABLE?

> Each exhibitor receives 2 complimentary pre-show and 1 post-show attendee mailing list. Please note that these lists do not include fax or e-mail address. It is ETA's policy to only distribute mailing addresses. The pre-show list will be sent via e-mail in March 2018 and again in April 2018. The post-show list will be sent approximately 2 weeks after the end of the conference. Lists will be sent automatically to every exhibitor's primary contact – there is no need to request a list. Each list is for one-time use only.

### DOES ETA OFFER LEAD RETRIEVAL UNITS?

> Yes, lead retrieval units are available for rent through [MGL Management](#). The order form will be included in your exhibitor service kit available early 2018.

### WHO SHOULD I CONTACT TO SET UP A MEETING ROOM AT THE CONVENTION CENTER?

> Please contact [David Berrios-Walker](#), Exhibits Manager, for more information [HERE](#).

### DOES ETA OFFER REGISTRATION BAG INSERT OPPORTUNITIES?

> Yes. Please contact [Del Baker Robertson](#), Vice President, Strategic Partnerships [HERE](#).

### DOES ETA ALLOW EXHIBITORS TO DO ROOM DROPS?

> Yes. Please contact [Del Baker Robertson](#), Vice President, Strategic Partnerships [HERE](#).

### WHAT IS THE HEIGHT LIMIT FOR BOOTHS?

> The height limit is 8ft for linear booths & 22 ft for island booths. **NO** exceptions to the height limit.

## IS CARPET REQUIRED IN MY BOOTH?

> Yes, all booths must be carpeted or otherwise professionally covered, and it can be rented through Freeman (*see order form under "Freeman" section of your exhibitor service kit*). **Show Management will carpet any booth not carpeted by 3:00pm on Wednesday, April 17 at the exhibitor's expense.** Aisle carpet will be midnight blue.

## WHAT IS THE ADVANCE WAREHOUSE SHIPPING ADDRESS?

Exhibiting Company Name / Booth #\_\_\_\_\_

**TRANSACT 2018**

C/O FREEMAN

6675 West Sunset Road

Las Vegas, NV 89118

**NOTE** Freight will be accepted at this address beginning March 16, and to avoid any late penalty charges it must be delivered to the warehouse no later than April 10. Warehouse standard receiving hours are 8:00am – 3:30pm local time, Monday-Friday. If required, provide your freight carrier with this phone number: 702-579-1700.

## WHAT IS THE SHOWSITE SHIPPING ADDRESS?

Exhibiting Company Name / Booth #\_\_\_\_\_

**TRANSACT 2018**

C/O FREEMAN

MANDALAY BAY CONVENTION RESORT

3970 Las Vegas Boulevard S

Las Vegas, NV 89119

**NOTE** Freeman will receive shipments at the exhibit facility beginning Sunday, April 15, 2018. Shipments arriving before this date will be refused by the facility. Note that a Marshalling Yard will be utilized for this show. If required, provide your freight carrier with this phone number: 702-579-1700.

## HOW MANY BADGES DO WE GET WITH OUR BOOTH AND HOW DO WE REGISTER FOR BADGES?

> The link to register booth personnel is emailed to each exhibitor's main point of contact. Or you may view a chart with badge allotment on the booth information page [HERE](#).

## WHAT TYPE OF BADGES DO EXHIBITORS / SPONSORS RECEIVE?

> **TRANSACT** exhibitors and sponsors receive FULL conference badges. Total number depends on booth size and or sponsorship.

## I HAVE A PRESS KIT I'D LIKE TO GIVE TO THE MEDIA AT THE CONFERENCE. HOW DO I DO THIS?

> There will be a press / media room at the conference. The room will not be manned but you may drop off press releases for the members of the press attending the conference. You may also contact Laura Hubbard, Director of Communications, for additional information [HERE](#).

## HOW DO I GET A LIST OF REGISTERED PRESS?

> Registered press will be included in the attendee list distributions.