

Here are the latest updated FAQs to share answers to some of the questions about the 2016 CAD RETEC conference below. Newest to oldest:

1. **Is my booth carpeted, or should I order from Corporate 1 Events?** The entire room is carpeted. The options from Corporate 1 are for those exhibitors who would like to have additional carpeting or area rugs.
2. **When can I have my booth number?** All booth numbers are assigned when registration for tabletop exhibits has closed. Until that point, we cannot assign numbers as we do not know the final number we will have.
3. **Electricity – Will electricity be available?** All booths will have 110v available, details are still being finalized. We recommend that you bring your own power strip.
4. **May I use the CAD RETEC® 2016 Logo when promoting my exhibit?** Yes you have permission to use the logo solely in the promotion of your exhibit associated with this year's conference. You will find it attached to this email, or you may email ttargonski@techmerpm.com.
5. **Can I sell and deliver items from my booth?** SPE has a policy against selling and delivering items in the exhibit area. No direct exchange of cash/credit card for goods or services should occur during the CAD RETEC conference by any company or private individual other than those conducted by SPE CAD. This policy is in line with our not for profit organization status and in the spirit of participating in a technical conference.
6. **What if I wish to have additional folks work my exhibit space during the conference?** The 2 registrations included with your table top are meant to cover your booth during the conference. All participants in the exhibit area must be registered and if they have not pre-registered they may do on-site registration.
7. **How do I ship my materials back after the conference?** Corporate 1 Events will work with each exhibitor to ship their freight back out. Please contact Corporate 1 at 407-342-2712 for further details on shipping freight back to your facility from the conference. If anyone is shipping using a unique carrier (not UPS or FedEx), please let them know.
8. **When will we get the attendee's list?** Exhibitors will receive the customary list of pre-registered names in your packet when you pick it up in registration. We have included a list of companies exhibiting and/or sponsoring this year's RETEC on our website.
9. **What if I don't want the standard 6' table and chairs?** If you prefer an 8', a round or no table, just email me and I will note it on the final map. If there is a charge, I will get back with you.