



Here are the latest updated FAQs to share answers to some of the questions about the

[RETEC 2022](#) conference below. Newest to oldest:

1. **What email address do the codes for 2 included attendees come from?** – Look for emails from sender [captcolour@gmail.com](mailto:captcolour@gmail.com). Be sure to check your “junk, spam, non-focused, non-follower, deleted” or other filters. Searching for the sender [captcolour@gmail.com](mailto:captcolour@gmail.com) should work also. The codes are used in lieu of payment for two individuals to register
2. **When will we be receiving exhibitor kits?** Freeman is preparing the kit and I expect to forward it 8/8/2022.
3. **When and to Where do I ship my booth materials?** If you are shipping using the usual UPS, Fedx or freight services you should send them directly to the Freeman warehouse address below targeting arrival for no earlier than August 15th.

10088 General Drive  
Orlando, FL 32824

4. **How should I label my packages?** – Labeling should include:

2022 SPE CAD RETEC September 12-14

Organization Name

Attn: \_\_\_\_\_ (Your Group’s onsite contact is best)

Booth or reference # \_\_\_\_\_

5. **How do I register my 2 included attendees?** You will receive an email from registration with voucher codes to name your 2 full conference registrants.
6. **When is move in / move out?** - Exhibit Move-in is 1:00p Monday Sept 12<sup>th</sup>, Teardown is Wednesday Sept 14<sup>th</sup> after the last break ends at 3:30p and Move-out is 4:45p.
7. **How do I pay for shipping and handling charges.** Each exhibitor using Freeman must establish a form of payment with Freeman. The simplest way for any Hotel charges is to

charge it to a Hotel guest room. This will be assumed to be your company's group's onsite contact.

8. **Can I use a 3<sup>rd</sup> party to set up my booth?** Yes - they must meet the Hotels requirements such as having insurance etc. Make sure sufficient manpower is on hand to complete the install by 6p.
9. **Is my booth carpeted, or must I order from the Hotel?** The entire room is carpeted.
10. **When can I have my booth number?** Booth numbers aren't assigned until after registration closes and the final layout is known. Typically, this is about 10 days out. Locations are based on years of involvement with CAD RETEC. Booth numbers will be emailed ~9/1/2022.
11. **Electricity – Will electricity be available?** All booths will have 110v available. We recommend that you bring your own power strip.
12. **May I use the CAD RETEC® 2022 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 (the heading of this document is the Logo BTW) attached to this email or email [Brian West \(CADexhibits@gmail.com\)](mailto:Brian.West@CADexhibits@gmail.com)
13. **Is the Schedule the same format as prior years?** No, this year the conference start with the opening reception on Monday evening, not Sunday. There is also a possibility that exhibit area will be open for school students coming in for the PlastiVan session. If so this will possibly curtail Tuesday morning set ups. More info when I know.
14. **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.
15. **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.
16. **How do I ship my materials back after the conference?** Freeman will facilitate package shipments through the usual UPS, Fedx... It's highly recommended that you have preaddressed labels ready to go on your package. If your exhibit came by truck and you don't want Freeman to handle it please coordinate with the Hotel to schedule for pickup.

17. **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. The App will also list all attendees and can be accessed by all who are registered.
18. **What if I don't want the standard table and chairs?** If you prefer another size/shape table, 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.
19. **What is included with my space?** As stated in the solicitation letter the spaces are 10' wide x 8' deep bounded by an 8' high pipe and drape back wall and 3' high sides. Electrical, 30"x72" draped and skirted table, 2 chairs and a waste basket.

Look for further updates by email as the conference details develop or check the website. Communications will be directed to the contact persons carried over from prior years initially. If you have changes to the direct contact person for either Exhibits or Sponsorships, please update to the appropriate contact below.

[Registration for Exhibitor Spaces](#)

[Hotel Registration \(Opens 4/4/2022\)](#)

[CADEXHIBITS@gmail.com](mailto:CADEXHIBITS@gmail.com) for exhibit related communications

[Sponsorships@SPECAD.org](mailto:Sponsorships@SPECAD.org) for sponsorship matters

[RETEC 2022 Home Page](#)

See you in Orlando!

Sincerely,

*Brian S. West*