

## Frequently Asked Questions about MREA Conference Trade Shows

### **Do I get a table at the Trade Show?**

Yes. An 8-foot skirted table and two chairs are provided. You can bring a table top display or one that stands on the floor. If necessary, hotel staff will remove the table and/or chairs so you have room for just a floor display. After looking at your space, please ask an MREA staff person if you need something removed.

### **Are tables assigned?**

Tables are assigned at some of the larger shows. When tables are assigned, you will receive a table number when you arrive to the show.

### **Do you provide access to electricity?**

Yes. Please indicate your need for electricity on the Trade Show registration form. When you arrive, look for a table with a "Reserved for displays that require electricity" sign. Extension cords will also be available.

### **What time can I set up my table?**

You may begin setting up at 2:00 p.m. if hotel staff is finished arranging the tables. There could be a short delay if lunch was served in the same room that day. Occasionally, the conference ends 15-30 minutes early and attendees begin wandering around the Trade Show space before the refreshments are ready. Associate Members are encouraged to be ready 30 minutes early so they don't miss a potential customer.

### **May I make a presentation to the conference attendees while they are still in session?**

New Associate Members and those with a NEW product or service to sell may sign up for the New Product Presentation if offered at a particular conference. Usually, 30-45 minutes is allotted for this activity and about 10-15 vendors sign up. Therefore, you will receive 3-5 minutes each. No PowerPoint presentations are allowed because we have found it too cumbersome to transition smoothly from one vendor to the next with the projector, etc. You may certainly print and distribute your PowerPoint or any other literature to the group. MREA staff will pass your information around while you are speaking if you wish.

### **May I be included on the agenda as a conference speaker?**

MREA does use some vendors as presenters. Your presentation must have educational value for our co-op members, rather than just promoting your product. Please call or e-mail with your idea for consideration.

### **Should I bring a door prize?**

Some Trade Shows have a door prize drawing and this is indicated on the registration form. Examples: Mugs, fishing poles, \$25 or \$50 gift card, shirts, hats, coolers, etc.

### **What should I have on my table?**

This is completely up to you. Some vendors hand out pens, pocket knives, key chains or other items with their logo on it. Some have a bowl of candy on their table. You may also have a prize drawing at your own table if you wish.