



Exhibitor/Sponsor FAQ's

What are the Exhibit Hall Hours:

Thursday 10/29	10:00 a.m. – 3:00 p.m. EST
Friday 10/30	10:00 a.m. – 3:00 p.m. EST
Saturday 10/31	10:00 a.m. – 3:00 p.m. EST

We recommend that you plan to have your company representatives be available to monitor your exhibit booth during these times each day. You will be able to interact with any attendees that enter your booth via text chat or if you provide a link to a virtual meeting room, you will be able to interact via live video chat.

Do I have to register my company representatives?

Yes, all company representatives must register for the conference in order to have full access to the virtual conference site. Once registered, each representative will be provided with a unique log in code to use when entering the virtual conference. This log in code cannot be shared with multiple people.

The number of complimentary registrations your company/organization is entitled to is based on your exhibitor or sponsorship level. (Standard Virtual Exhibitor – 1 Complimentary Registration, Premium Virtual Exhibitors and Bronze Sponsors – 2 Complimentary Registrations, Silver Level Sponsors – 3 Complimentary Registrations, Gold Level Sponsors – 4 Complimentary Registrations, Platinum Level Sponsors – 6 Complimentary Registrations, and Diamond Level Sponsors – 8 Complimentary Registrations).

Additional staff (beyond the number you are entitled to with your sponsorship level) will need to complete this registration form also, in order to be given the SAF member registration rate of \$260. SAF will reach out to you directly to arrange payment.

If you have not yet registered your company representatives [CLICK HERE](#) to access the registration form.

How do I set up my virtual exhibit booth?

Please [CLICK HERE](#) to review the **Virtual Exhibitor Requirements** document. You will be given a link to a google drive folder to upload all of your booth assets/information.

What is the timeline to complete my virtual exhibit booth and upload my sponsor assets?

- Upload all booth assets to your google drive folder by **Friday September 18th**
- Once Comm Partners builds your booth using the uploaded files, you will be given a link to access your booth for your review.
 - If you upload any additional files or instructions after your booth is built, you must email karen@delaneymeetingevent.com to let us know changes have been made.
- All virtual exhibit booths must be finalized by **Friday October 23rd**

How can I drive traffic to my virtual exhibit booth?

- Participate in the SAF Scavenger Hunt – Let us know if you would like to participate and donate a prize. We will put a scavenger hunt clue in your virtual booth. The more clues attendees find, the better their chances are of winning a prize.
- Booth give aways – Let attendees know you have give away items in your booth if they chat with you or schedule a meeting.
- Invite your customers and potential customers to attend the SAF Convention. SAF is offering this discount code **SAF2020_EXHIB** valid now and through 9/30/2020 for vendors to give to customers you would like to invite to attend the conventions. The discount code will will give the registrant 15% off registration at check out.

How do I access attendee information and booth analytics?

- At the conclusion of the virtual convention, all vendors will be sent a complete attendee list with contact information.
- Within the conference platform, vendors will be able to access booth analytics.

Additional Questions?

- Contact Karen Forbes, Exhibitor/Sponsor Coordinator karen@delaneymeetingevent.com