

# TRADES DAY EXHIBITORS FAQ

## WHERE DO I REGISTER?

You can find registration at [tradesday.org](https://tradesday.org). Scroll down to the bottom of the webpage to find the location you would like to attend. Once you click on the location page you will find a button on the top that says, "Exhibitor/Sponsor Registration."

## CAN I ADD OTHER COLLEAGUES TO ATTEND TRADES DAY?

Yes, on the exhibitor needs form you will have the ability to identify how many additional participants will be at your booth and their names. On the registration form, please just include the main contact who CIEF should be in contact with for day of logistics.

## WHAT CAN I EXPECT AT THE TRADES DAY EVENT?

Instructors sign their classes up to attend for a two-hour block of time within the event time. Upon arrival, students will go through a safety talk provided by CIEF staff and presenting sponsors. Following the safety talk, students will enter the exhibit halls. Students are given a digital program link with an exhibitor layout and a "timecard" for you to hole punch as they engage in your booth. If students visit 60% of the exhibits they are able to enter their timecard into a drawing to win a prize.

## IS BEING AN EXHIBITOR INCLUDED IN MY SPONSORSHIP?

Yes, your sponsorship includes being an exhibitor at the event as well as the sponsorship benefits listed on the event flyer.

## WHAT ARE THE SOCIAL MEDIA BENEFITS?

## IS THERE A SOCIAL MEDIA KIT?

## WHAT ARE SOME EXAMPLES OF HANDS-ON DEMONSTRATIONS?

## ARE TABLES AND CHAIRS PROVIDED?

Yes, upon registration you will receive a confirmation email with an exhibitor needs form link. Please fill this form out and identify how many tables and chairs you are requesting.

## IS ELECTRICITY PROVIDED?

Yes, upon registration you will receive a confirmation email with an exhibitor needs form link. Please fill this form out and identify if you need electricity at your booth.

## WILL LUNCH BE PROVIDED?

Yes, we provide lunch for exhibitors. On the exhibitor needs form please identify if you are requesting a boxed lunch for you and your colleagues who are working the booth. In addition to lunch, we provide coffee and water for exhibitors.

## WHAT IS THE DIFFERENCE BETWEEN AN EXHIBITOR AND A HANDS-ON EXHIBITOR?

We encourage exhibitors to provide a hands-on demonstration for students to engage with. If a company provides a hand on demonstration, we waive the \$250 exhibitor fee, and it is free to participate.

## WHEN CAN I SET MY EXHIBIT UP?

Each trades day location is different, but typically you can set up the day before the event from 2:00 pm - 4:00pm or the morning of the event. CIEF staff will send out an email to let you know exact times you are available to set up.

## MAY I REQUEST OUR COMPANY BOOTH TO BE NEXT TO ANOTHER COMPANY?

Yes, you may indicate this request on your exhibitor needs form. CIEF staff will do what we can to meet your request; however part of certain sponsorships is premium booth locations, so please keep that in mind if your request is not granted.

## DO I NEED TO PROVIDE PPE FOR STUDENTS AT OUR BOOTH?

Yes, please provide the proper PPE needed to keep the students safe while participating at your exhibit. Students are not asked to bring any PPE.