

## 2015 ISF Exhibitor FAQs

Agenda, Location and Time related:

### **1. What time is the event?**

8:00 am - 4:30 pm on Wednesday and Thursday, May 20-21, 2015. Exhibitor check in and set-up is the day prior on Tuesday, May 19, 2015. Exhibit Hall opens at 8 am on May 20. Agenda is finalized.

### **2. When can I check in?**

Exhibitors MUST check in, pick up badges and set up on Tuesday, May 19th. Hours are in the exhibitor kit (E-kit). In order to avoid increased wait times at registration on event day, Wednesday, May 20<sup>th</sup>, please make every effort to check-in on set-up day.

### **3. How many days is the event?**

Two days.

### **4. Can you send me an agenda?**

The agenda is final and is available prior to the ISF online at:

[http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/DIR%202015%20Information%20Security%20Forum%20\(ISF\)%20Agenda.pdf](http://publishingext.dir.texas.gov/portal/internal/resources/DocumentLibrary/DIR%202015%20Information%20Security%20Forum%20(ISF)%20Agenda.pdf)

### **5. What portions of the agenda will I be invited to?**

You are invited to breakfast, lunch and general session. *Breakout sessions are open as long as there is space – attendees have priority.*

### **6. How much exhibit time will be available?**

Designated exhibit hall time will be scheduled throughout the day – there will be time available in mornings before general sessions begin, morning and afternoon breaks, and lunch times where attendees are invited to visit the exhibitors.

Booth Logistics & Floorplan related:

**7. How many booth reps can my company have?**

This depends on the sponsorship level purchased.

- Platinum exhibitors are allowed four reps
- Gold exhibitors are allowed two reps
- Silver exhibitors are allowed one rep

If you would like to add an extra person, it will be an additional \$100 charge. No more than two extra reps can attend in one booth.

**16. Can I pick my booth space?**

No; however, you may request placement close to or separated from other vendors. We will do our best to grant these requests, but we cannot make guarantees. A form will be sent to all exhibitors asking to register the names of the booth reps – any special location requests may be made on this form.

**17. How many booth spaces are available?**

60 (40 10'x10' booths, and 10 10'x20' booths, and 10 conversation tables).

**18. Am I allowed to showcase new products?**

Yes, you can showcase new products or services at your exhibit.

**19. Can I buy internet, electrical and A/V? Will they cost extra?**

Yes, these services will be made available for purchase for each vendor space. All additional equipment & services can be ordered for an additional cost through the Expo decorating service. Order forms will be sent out prior to the Expo.

Registration & Payment related:

**20. When will registration be opened?**

Exhibitor registration opened in February.

**21. When is payment due?**

Payment must be submitted with registration. Credit cards are accepted.

**22. Is the fee the same for all vendors?**

The booth fee for a gold exhibitor is \$2000; the booth fee for a platinum exhibitor is \$4000; the silver exhibitor conversation table is \$750. As of April 24, the platinum and silver booths are sold out.

Other Questions:

**23. Will DIR provide an attendee list?**

Yes, we will send you a list with contact information *after* the expo.