Q&A to vendors regarding the Spring Symposium on May 29, 2020

1. Will we receive a booth number for this event or will it be first come first serve?
   A week before the conference, we will provide the venue with a list of participating vendors. They will organize the exhibition hall based on our list and assign each vendor their place.

2. Is there a hotel associated with this event and link to book it?
   No.

3. What are the setup hours for the table?
   The vendors should start to setup their table at 9am on conference day. The conference registration and vendor visiting should start at 10am. So vendors have one hour to setup and be ready.

4. What are the exhibit hours?
   The exhibit starts from 10am. Here is the rough timeline based on last year’s itinerary:
   Coffee/Beverages/Registration/Vendor Visit from 10am-10:45am, Lunch (at exhibit hall)/Coffee/Vendor Visit from 12:30pm -1:30pm, then Coffee Break/Vendor Visit from 3:20pm to 3:50pm. The conference ends at 5pm. We need to clear the venue by 6pm.

5. What are the teardown hours?
   By 6pm, we have to leave the venue.

6. Will there be an electrical outlet in the room or will we need to order electricity for our laptop?
   There will be electrical outlets for your needs.

7. Will there be material handling charges for shipping to the venue?
   No. The venue does require the following: Shipping to the venue is only accepted on or after May 26th, 2020. All materials should be shipped out of that venue within one business day after the conference. The vendors should arrange shipping out the materials. Also, only normal size packages, not extra-large equipment or displays. They only have a small storage area.

8. Can you provide me the shipping information?
   Melanie Delesalle
   Events Manager
   RAMPS Spring Symposium May 29, 2020

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