

Frequently Asked Questions

Below are the answers to some frequently asked questions regarding The Collections at WSA show.

Does my show fee payment to *The Collections at WSA* include the price of the exhibitor suite?

No, it does not. You may opt to sleep in your exhibiting suite, but the show fee payment goes exclusively and solely towards participating in *The Collections at WSA* show. You will pay for your suite(s) directly to the Venetian upon check-out. Your contract provides payment for only the first night stay (see Step 6 of *The Collections at WSA* contract). If you opt for an additional sleeping room please fill out the Additional Sleeping Suite Reservation form located in the Optional Forms section. Click here for form.

Can I hand carry my own product into The Venetian?

Yes, you can. If you are carrying a minimal amount of product with you that can fit on **one** bellmen's cart, you may bring that through the front entrance of the Venetian. However, if you are driving a company truck or POV (privately owned vehicle, where by you will have more than one bell cart to unload) you must first check in at the GES marshaling yard located at Ensworth St & W. Post Road. A map and directions can be found in the Shipping & Material Handling section of this manual. Vehicles will be dispatched to the Venetian for unloading as space permits. **POV's showing up at the Venetian loading docks without going to the marshaling yard will be turned away and not unloaded and will be sent to the marshaling yard to go into the queue.** You can find detailed information regarding the marshaling yard in the Shipping & Material Handling section of this manual.

Am I able to edit or check my myWSA/directory listing/show guide info before it is printed?

Yes. Every exhibitor is sent an email with this information and a username/password. To access your listing:

- Please visit: <http://wsaaug2008.expoplanner.com/exhibitors>
- Enter your username and password.

The deadline to review and/or update this information for inclusion in the directories that will be distributed at the show is Friday, June 8, 2008. If you have not updated or reviewed your information by this deadline, we will use the information that appears in the current online listing, which was used for the last Show Directory & Buyer's Guide. For exhibitors who were not at the February 2008 show, the information will be taken from your contract.

Any brand name changes must be emailed to lgallin@wsashow.com to ensure proper on-site signage. (By June 27, 2008)

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Is it okay if I check-in to my room before move-in day?

Although your suite is booked for the night of July 25th, you **cannot** check-in until 3:00pm on **July 26th**. Freight and display items will be delivered to your suite before you arrive making your show participation much smoother.

You may also check-in on Sunday July 27th, starting at 8:00am

- Check-in time on Saturday, July 26th is 3:00 pm, at the earliest.
- Your suite must be available from 5:00pm to **1:00am** on that evening for the purpose of receiving show displays and lighting. **Please do not hang the “Do Not Disturb” sign on your door during this time period on July 26th, as it will not be honored.**

Is there a way for me to see a floor plan showing me where my suite is located relative to the show?

Yes. You can log on to our website at www.thecollectionsatwsa.com.

1. Click on Exhibitor Information
2. Select “Floor Plans”
3. You can also print these out if necessary!

Will I receive plastic etageres from *The Collections at WSA*, or do I need to order them from GES or Springboard?

The Collections at WSA will NOT provide plastic etageres. Exhibitors will need to order display units, including etageres from GES or Springboard. Exhibitors may bring in their own display units/shelves, but will have to pay material handling fees for delivery if the units are too big to hand carry. Order forms can be found in the Display Information section of the Exhibitor Service Manual

Is there a way for me to receive my badges before the show begins, without waiting to register at the show?

Yes. Log-on to www.thecollectionsatwsa.com. There are three easy ways to register:

1. REGISTER ONLINE
2. REGISTER BY FAX: Download and complete the PDF form and fax to: (708) 344-4444. This form can be found in the Registration section of this manual.
3. REGISTER BY MAIL. Download and complete the PDF form. Mail the completed form to: WSA, c/o CSI, P.O. Box 581, Brookfield, IL 60513-0581.

The deadline for Pre-Registration is July 1, 2008. Badges ordered after this date can be picked up on-site in Suite 34-204 at The Collections at WSA registration office.

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Where is registration located for The Collections at WSA?

Registration for *The Collections at WSA* is located on the 34th Floor, **Suite 34-204**.

Hours for exhibitor registration are:

Saturday	July 26	3:00pm – 7:00pm
Sunday	July 27	8:00am – 7:00pm
Monday	July 28	8:00am – 6:00pm
Tuesday	July 29	8:00am – 6:00pm
Wednesday	July 30	8:00am – 6:00 pm
Thursday	July 31	8:00am – 12:00pm

You must have your badge on you at all times. Badges will be checked at the entrance to each hotel corridor on floors 3, 5, 6, 7 & 34, as well as the entrance to the Titian ballroom.

On-Site & Suite Signs

All additions or changes for your on-site & suite signs must be in writing to Leslie Gallin, lgallin@wsashow.com, by June 27, 2008.