

Sponsor FAQs

Q: When and where will this event take place?

A: May 10-11, 2023, at Boston Convention and Exhibition Center: 415 Summer Street, Boston, MA 02210

Q: Where do I register my booth staff?

A: To register, please use this [link](#) and choose registration type "Sponsor." If you are unsure how many passes you have, please contact Alexis Ferenczy at aferenczy@wtwhmedia.com.

Q: What's the dress code?

A: Business casual is recommended.

Q. Where will I park for the event?

A: Parking and directions can be found [here](#).

Q. Is there WiFi at the event?

A: There will be free WiFi within the lobby areas of the Convention Center.

Q. Can I carry my booth items with me?

A: Yes. However, if you need material handling you will need to contact Freeman.

Q. Do I have access to all co-located events?

A: Yes, you will have full access to all events and sessions for the duration of the show:

- [Robotics Summit & Expo](#)
- [DeviceTalks Boston](#)

Q. What do I do if I need to add services to my booth during the show?

A: Freeman and the Boston Convention & Exposition Center will have an exhibitor services counter onsite.

Q. How do I order power?

A: You can order through the exhibitor toolkit [here](#).

Q. How do I order labor to install power?

A: In the Freeman exhibitor kit, labor is under Miscellaneous and then Miscellaneous Installation Labor.

Q. Where do I ship to?

A: All shipping info is in the exhibitor kit.

Q. When can I set up and tear down my booth?

A: Exhibitor set up: May 9th, 8:00AM- 5:00PM

Exhibitor tear down: May 11th, 3:00PM - 7:00PM

Q. Is there a lead retrieval system?

A: Yes. You will receive an automated email from CVENT in the next few weeks.

Q. What are the expo and conference hours?

A: Wednesday May 10, 2023, 10:00 AM - 6:00 PM

Thursday May 11, 2023, 10:00 AM - 3:00 PM

Q. Will food and beverages be available?

A: Yes. There will be food and beverage available to purchase in the back of the expo hall.

Q. How do I get my badge for this event?

A: Badges can be picked up at the registration desk.

Q. Do I need to submit an EAC form?

A: No, we do not require the submission of this form.

Q. What if I still have more questions?

A: Please contact afarczy@wtwhmedia.com