



## FREQUENTLY ASKED QUESTIONS



### 25<sup>th</sup> Annual Kentucky SHRM Conference, presented by UnitedHealthcare of Kentucky

#### When and where is the Kentucky SHRM Conference?

The conference will be held September 16-18 in Louisville at the Kentucky International Convention Center and the Louisville Marriott Downtown.

#### Where can I find a conference schedule and more information about the event?

The promotional brochure which includes an agenda and special events and can be found online at:

<http://www.kyshrmconference.com/mx/brochure09> Please pass this information along to your colleagues attending.

#### Where is the exhibit hall located?

The exhibit hall is located at the Kentucky International Convention Center (KICC) in Exhibit Hall 2D. Our host hotel will be the Louisville Marriott Downtown and the general sessions and welcome reception will be held there as well. Both locations are adjoined by a convenient pedway, which allows for easy access.

#### What's the easiest way to get to the exhibit hall to set up my display?

Exhibitors should drop their materials and equipment off at the 2<sup>nd</sup> Street Dock, and can load directly into Exhibit Hall 2D at the Kentucky International Conventional Center. Exhibit Hall 2D is attached to the 2<sup>nd</sup> Street loading dock and also across from Jefferson Street by pedway from the Louisville Marriott Downtown, our host hotel.

#### Directions to 2<sup>nd</sup> Street Loading Dock at KICC

##### FROM CINCINNATI:

- I-71 to I-65 South to Jefferson Street/Downtown exit, Exit #136C. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is second roll-down door (closest to Jefferson Street).

##### FROM INDIANAPOLIS:

- I-65 South to Jefferson Street/Downtown exit. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is second roll-down door (closest to Jefferson Street).

##### FROM LEXINGTON:

- I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go to third light and turn left on Market Street. Go one block and turn right onto Second Street. Entrance is second roll-down door (closest to Jefferson Street).

##### FROM NASHVILLE:

- I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Turn left on Second Street, loading dock entrance is second roll-down door (closest to Jefferson Street).

The phone number for the Kentucky International Convention Center is 502-595-3141 and the Web site is [www.kyconvention.org](http://www.kyconvention.org).

**Where can I park at the Kentucky International Convention Center (KICC)?**

KICC offers two parking garages for visitors. The **Cowger Garage** is at the corner of 4<sup>th</sup> & Market Streets and is attached by pedway. The **Commonwealth Garage** is located on Jefferson Street between Third and Fourth Streets (next to the Hyatt Regency Hotel and connected to both Hyatt and Marriott). Parking is \$6 for four to nine hours and \$7 for nine to twenty-four hours.

**Where can I park if I have an oversized vehicle or a vehicle with a trailer?**

Skip's Lot in Block #55, which is two blocks south of the facility on 3<sup>rd</sup> Street is recommended as surface lot parking. It is *highly* recommended that the lot owner be contacted and arrangements are made well ahead of time (502-584-3517).

**Where should I go once I'm at the Kentucky International Convention Center (KICC)?**

Please register at the Exhibitor Registration Desk which is located just outside the exhibit hall. Please note there is an Attendee Registration desk for conference attendees located right off the pedway, but that is not the desk that you need to register at. Upon check in, you'll receive your name badge and directions to your booth.

**What's the easiest way to leave the exhibit hall on Friday, Sept. 18 once my display has been taken down?**

If multiple trips are necessary, we recommend you drive your car to the 2<sup>nd</sup> Street loading dock and pull up to the ramp. There may be other exhibitors waiting as well, so please be patient.

If it's convenient to exit with one load, you may exit on foot by walking across the pedway and into the Commonwealth Garage, which is the garage situated between the Marriott & the Hyatt.

If you're parked in the Marriott's parking garage, you may request a cart from a bellman by calling the front desk at (502) 627-5045 and then walk across the pedway to the hotel.

**Where can I make hotel reservations?**

The Louisville Marriott Downtown, our host hotel is located at 280 West Jefferson Street and reservations can be made by calling (502) 627-5045 or (800) 533-0127. The rate per night is \$132.00 and the cut off date to make reservations is Sunday, Aug. 30, 2009.

**If I'm staying overnight at the Louisville Marriott Downtown, where can I park?**

If you will be staying overnight at our host hotel, self-parking is \$21 per day and valet is \$25 per day for hotel guests.

**When can I come in and set up my booth and when can I break it down?**

Exhibitors have the option to set up at two different times. Exhibitor registration and set up will be held from 1:00 – 4 p.m. on Wednesday, Sept. 16 and from 6 – 7 a.m. on Thursday, Sept. 17. Exhibitors can begin tearing down their booths no earlier than 1:30 p.m. on Friday, Sept. 18.

**When will the exhibit hall open and close?**

The exhibit hall will officially open on Thursday, Sept. 17 at 7:00 a.m. for the continental breakfast. However, please note that the Internet Cafe, Print Stations and the Book Store will be available inside the exhibit hall on Wednesday, Sept. 16 starting at noon. This does not mean that your booth has to be set up and staffed on Wednesday, but please know that there will be attendees in the exhibit hall utilizing those areas.

**What is my booth number?**

Booth numbers have been assigned and were mailed Friday, June 26. If you are unsure of your booth number, please contact Andrea Flanders, Sponsorship Development Manager with the Kentucky Chamber of Commerce at 502-848-8723 or [aflanders@kychamber.com](mailto:aflanders@kychamber.com)

**Will my booth location change?**

Most likely, your booth location will not change. If there are changes made to the exhibit hall floor plan and your location, you will be made aware of it before the conference.

**What items are included with my booth space?**

Included in your exhibit fee is pipe and drape, an ID sign, 8' skirted table and two folding chairs within a 10' x 10' space. *Silver level and above sponsors receive a 10' x 20' space.*

**How can I order additional items such as carpet or furnishings?**

Any additional items such as these can be purchased online from the George E. Fern Co. Instructions on how to place orders online are included in the letter which includes your booth assignment. In addition, directions are below:

- Visit <http://servicekits.georgefern.com/Login.asp?id=866>
- Your Login Access is: **KYSHRM7410**
- Go to the column on the left hand side to obtain forms
  - It is recommended you choose **Print Full George Fern Kit** to review all forms
- Some key forms you'll want to review are:
  - General Information
  - Booth Furnishings if needed
  - Shipping & Freight Handling if those services are needed
  - I & D Information if you will have an company other than George Fern install or dismantle your display
  - KICC Facility Information contains order forms for electricity, Internet and phone services

**Where can I order electricity?**

You can either access the form online by using the above instructions (the form is located under KICC Facility Information). Electricity can also be ordered online at [www.kycovention.org](http://www.kycovention.org).

**Where can I order internet or telephone?**

This is provided by Convention Communications Provisioners Inc. (CCPI) and the phone number is 1-800-453-5419 or you can access the form online by using the above instructions (the form is located under KICC Facility Information).

**Can I give out food or beverage samples from my booth?**

Exhibitors may distribute food and beverage products **only** upon written authorization from KICC. Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm. All items are limited to SAMPLE SIZE (*beverages limited to 4-oz. container and 4-oz. product and food items limited to "bite size"*). A Sample Food and Beverage Distribution Authorization Form can be found online using the above instructions at: <http://servicekits.georgefern.com/Login.asp?id=866> (Login Access is: **KYSHRM7410**). The "Food & Beverage Sample Form" can be found under the " KICC Facility Information."

**Can I give away a prize from my booth?**

Yes, in fact we encourage you to. Exhibitors are encouraged to offer prizes to attendees as a way to gain contacts and attract activity at your booth location.

**Please note that the way prizes are announced has changed from previous years.** All drawings from exhibitors must be take place by 6 p.m. Thursday, Sept. 17, and the completed winner forms (*forms will be provided onsite*) should be turned into the

Exhibitor Registration Desk at this time.

Time will be allocated on Friday, Sept. 18 during the 9:15 a.m. break and on Friday, Sept. 18 during lunch beginning at 12:45 p.m. to announce winners from the announcement center in the middle of the exhibit hall. The winners will be asked to visit the exhibitors at their booth to collect their prize.

To ensure that everyone is informed, a complete list of winners, including the booth number will be posted at the entrance to the exhibit hall starting at 9:15 a.m. on Friday, September 18. To read in the detail the new prize giveaway process, please visit:

<http://www.kyshrmconference.com/docs/PDF/SHRMPrizeForm.pdf>

#### **Can I enter to win prize giveaways from other exhibitors?**

The focus for exhibitors is on conference attendees and their target audience of HR professionals. Unless the exhibitor verbally acknowledges that you are allowed to register to win their prize giveaway, please refrain from entering as these giveaways are reserved for conference attendees.

#### **Do my colleagues or I need to be at the booth during the entire conference?**

No, there will be plenty of breaks during the conference where your booth will not need to be staffed. **We ask that your booth be staffed anytime conference attendees are in the exhibit hall during show hours.** Conference attendees look forward to their breaks, lunches and the Networking Reception in the exhibit hall and the opportunity to meet and interact with the many vendors who make the effort to be there. Attendees do let us know when they cannot find you and we ask that your booth be staffed at all times while attendees are scheduled to be in the exhibit hall. *Failure to staff your booth will result in possible poor placement at the 2010 conference.*

#### **Is there security provided when the exhibit hall is closed?**

No, however, the exhibit hall will be locked at the end of each day. We ask that you remove any valuables or items of importance for safekeeping.

#### **Do I need to pay for my meals?**

No, included in your registration fee are breakfast, lunch and breaks on Thursday, Sept. 17 and Friday, Sept. 18. Also included is the Welcome Reception on the Belle of Louisville on Wednesday, Sept. 16 and the Networking Reception inside the exhibit hall on Thursday, Sept. 17.

**NEW THIS YEAR!** Starbucks coffee stations will be conveniently located in the lounge on sponsor row. Purchase your morning java and start your day off right! Lounge furniture will be provided by Cort Furniture Rental and we encourage our exhibitors to utilize these lounge areas in addition to the Internet Café during down times when attendees are not in the exhibit hall.

#### **Are there any events or parts of the conference that exhibitors cannot participate?**

We welcome you to all the event has to offer with the exception of the Healthy Steps Contest. This is a new contest from UnitedHealthcare of Kentucky, our presenting sponsor. It officially kicks off during the opening general session on Thursday, Sept. 17 and is only open to conference attendees and not exhibitors. Attendees will receive pedometers and will be tracking their steps for a chance to win a Wii Fit system. You may notice many attendees wearing these pedometers – feel free to encourage them to keep up the walking!

**When will I receive the contact list of attendees?**

A benefit that sponsors receive is the current list of attendees before it is distributed to exhibitors. Sponsors will receive the list the week of August 31. Exhibitors will receive a list the week of September 7. All sponsors and exhibitors will receive a complete and updated list the week following the conference. *Please use discretion when contacting attendees.*

**How can I reserve a space for the 2010 Conference?**

Registration information for the 2010 Kentucky SHRM Conference will be at your individual booth so please be on the lookout for that. Information will also be available at the Exhibitor Registration Desk. We will of course have “early bird” discounts for those registering early.

**Who should I contact if I have any questions regarding the conference or exhibiting at the Kentucky SHRM Conference?**

Please contact Andrea Flanders, Sponsorship Development Manager with the Kentucky Chamber of Commerce at 502-848-8723 or [aflanders@kychamber.com](mailto:aflanders@kychamber.com).

Melissa Cline, Sponsorship Coordinator with the Kentucky Chamber of Commerce can also be reached at [mcline@kychamber.com](mailto:mcline@kychamber.com)