# 2019 Navy Ten Nautical Miler

### Expo Dates – June 1-2, 2019

Saturday, June 1, 2019 11am – 6pm Sunday, June 2, 2019 5am – 11am

## Navy Ten Nautical Miler Expo Exhibitor FAQ's

Where is the Expo?

N-82 Gymnasium 7915 Memphis Avenue, Millington, TN 38054

#### What does my booth fee include?

Each exhibiting company shall receive 8' high pipe and drape back wall, 3'high pipe and drape sidewall; 8ft draped table; 2 chairs; identification sign; access to free Wi-Fi; access to free electricity – you MUST provide your own extension cord to access electricity!

#### Will I receive a confirmation of my registration?

A confirmation will be emailed upon receipt of payment from Races Online. You will also receive an email from our Vendor Coordinator containing an additional REQUIRED form to complete your registration process. This form is required as we are operated within the Department of the Navy and MUST be returned to us as quickly as possible.

Communications regarding the Navy Ten Nautical Miler Expo will come from the email address navy10nm@gmail.com, so please add this address to your "safe list." If you do not receive confirmation, please call 901-874-5110 or email <u>navy10nm@gmail.com</u>.

#### When are exhibitor move-in, move out, and operating hours?

SET UP: Saturday, June 2 8:30-10:30am\* Friday afternoon Set-Up will be allowed when pre-approved and coordinated with Vendor Coordinator. EXPO: Saturday, June 2 11am to 6 pm (expo is open to the public) Sunday, June 3 5-11am (expo is open to the public) MOVE OUT: Sunday, June 3 11am-1pm

#### When are Race dates and start times?

Mini Miler Race (1NM Kids Run): Saturday, June 1 at 6:15pm Navy Ten Nautical Mile Race: Sunday, June 2 at 6:00 am

#### Can I register for the race?

Exhibitors are welcome to register for the race at the registration public rate. Please note, the Expo area is still open during the Navy Ten Nautical Miler race. We are not responsible for your booth. Some vendors choose to have their space set up on Saturday only. This is a question in the registration form.

#### Can I ship items directly to the exhibit hall?

We prefer that NO shipping is made directly to the building. If you have an emergency situation and may require an exception, you must make arrangements with the Vendor Chair in advance or your delivery will not be accepted.

#### Is the exhibit hall wireless?

The N-82 Gymnasium does have free wireless internet for basic web browsing. The free wireless is a courtesy therefore we cannot guarantee 100% uptime or full bandwidth and some services might be restricted. To provide our vendors with the best access, we do restrict the Wi-Fi access to our vendors only with a special access code for use. Please do not share the code with others as it will significantly slow-down everyone's service.

#### How much is electricity?

Electricity is available in the facility for no additional charge; however, you will be required to provide your own 50' extension cord to access it from your booth.

#### Is the facility carpeted?

No. The facility is a gymnasium with traditional gym wood flooring. You are welcomed to bring your own floor or carpet mats to put down.

#### Where can I park my car?

Parking at the event is free and conveniently located next to the building. On Sunday, all vendors will receive a pass for our vendor parking lot with easier access to loading doors for move-out.

#### Will I receive my badge in the mail?

No, badges will be available at your booth. 2 badges per 10x10 booth are provided complimentary.

#### How does Load in/out work?

Loading in/out will be a drive in process. Exhibitors will drive up to the loading doors on the north side of the facility, unload quickly, and then park their vehicle in one of the facility parking lots. Directions will be emailed to you. The loading area is on level ground and is not a 'dock' style. There is a very large bay door so it is easy to move larger items into the facility. We recommend you bring a small hand-cart to make loading faster and easier. You MAY NOT drag items across the floors or you may cause significant damage.

#### **Booking Information:**

Katelyn Faulkner, Vendor Coordinator, 901-874-5110 Stephanie Blakey, Race Director, 901-874-5437 <u>Navy10nm@gmail.com</u>