

SOAHR 2020 Exhibitor FAQ

GENERAL

Q: How many attendees are anticipated?

A: 1,000

Q: What are the dates of the conference?

A: The conference is March 23-25, 2020. Exhibit Hall will be open March 24-25, 2020. You can review a detailed schedule in the [Exhibitor Welcome Kit](#).

Q: Where is the venue?

A: [Cobb Galleria Centre](#), Atlanta, Georgia.

Q: Who do I contact with specific questions?

A: **Sales Questions:** Jackie Choice, jchoice@shrmatlanta.org

Telephone Payment Questions: info@shrmatlanta.org

Booth Materials/Ordering: atlanta@shepardes.com

General Questions: Most questions can be answered via this FAQ or the [Exhibitor Welcome Kit](#).

Post-Sale Questions: exhibitorinfo@shrmatlanta.org

Q: What are the exhibit hall hours?

A: The hall is open from 10:30AM on March 24th until 2:45PM on March 25th. [The full agenda](#) will show specific breaks where the hall will be business.

Q: How do I register to exhibit?

A: You can [register online to exhibit here](#) or via the [paper registration form](#) at the end of the prospectus.

Q: Do I need a credit card to register to exhibit?

A: If you are [registering online](#), you will need a credit card to complete the transaction. If you need an invoice to pay via check, [please fill out the paper registration form](#) at the end of the prospectus.

Q: Are meals provided for exhibitors?

A: Yes. All meals are served in the exhibit hall and exhibitors are invited to join in on all meals.

Q: Do you have a list of attendees from last year's conference.

A: [Here is a list of attendees from SOAHR 2019](#) (company name, title only)

Q: What booths are available?

A: [Here is a copy of the floorplan.](#) We have not assigned booths yet. As soon as booths are assigned, our interactive floorplan will be live.

LOGISTICS

Q: What booths are available?

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Q: What is the booth selection process?

A: Please see the booth selection process in the [SOAHR 2020 Exhibitor Welcome Kit.](#)

Q: What are “prime” booth spaces?

A: Limited prime booths are available as part of our Passport Game. These booths will be able to take advantage of additional traffic produced by attendees being encouraged to receive passport stamps by visiting and engaging with prime booth partners. Floor stickers will guide attendees to prime booths. Booth location is selected by SHRM-Atlanta. Prime spaces have no relevance to actual location of booth.

Q: What are move-in/move out dates and times?

A:

Tuesday, March 24, 2020:

- 5:00 AM – 9:30 AM: Exhibitor Load-In/Set-Up
- 10:30 AM - 4:30 PM: Showcase Opening

Wednesday, March 25, 2020:

- 7:00 AM - 2:45 PM: Showcase open
- 2:45 PM - 5:00 PM: Dismantle/Load-Out

Q: When will the Online Exhibitor Services Manual be available?

A: *Coming Soon*

Q: Is electricity included with our booth?

A: No. All electricity must be ordered through our General Contractor. That ordering process will be available in January 2020.

Q: Is WiFi included with our booth?

A: There is WiFi in the hall. However, dedicated internet service must be ordered through our General Contractor.

REGISTRATION

Q: How many booth staff registrations come with each booth?

A: There are two (2) staff-only registrations included in each exhibitor package. Please refer to the event prospectus if you have a sponsorship level that included additional registrations. The max capacity is three (3) persons per 10' x 10' booth at one time.

Q: Can exhibitors attend sessions?

A: No. We cannot allow exhibitors to attend sessions without full conference registration. Many of our sessions are standing-room only. Therefore, for us to accurately accommodate our HR attendees, we must ensure that we recognize all full-conference attendees as such. Exhibitors may use the promo code: **SOAHR20SPONSOR** to receive 10% off. Full conference registration can be found at www.soahr.net

Q: When will I get my badge?

A: Exhibitor Check-In will be available on-site at 5:00 AM on Tuesday, March 26, 2019.

BILLING

Q: Did you receive my payment?

A: Please refer to the link in your confirmation email to check status of payment. If you have further questions, please email info@shrmatlanta.org.

Q: Who do I contact with an invoice question or concern?

A: Please contact info@shrmatlanta.org with invoice questions or concerns.

Q: How do I cancel, expand or reduce my booth space?

A: Please send written requests to jchoice@shrmatlanta.org.

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CONFERENCE & SESSIONS

Q: What are the conference tracks?

A: HR Innovates, Mastering the Business, The Total Employee, HR Essentials and Legal-Ease. You may review the [conference agenda here](#).

Q: Is there a call for papers?

A: The call for papers is now closed.

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Q: How many credit hours can be earned?

A: Up to twelve.