

# Frequently Asked Questions (FAQs)

- Q:** *How many participants does APIC expect to attend the 2018 Annual Conference?*  
**A:** Between 2,600 and 2,700 clinical attendees from more than 40 countries are expected to attend APIC 2018, not including exhibit personnel.
- Q:** *How many exhibiting companies are expected to participate at the 2018 Annual Conference?*  
**A:** Over 270 companies are expected to exhibit.
- Q:** *Who is the general service contractor (decorator) at APIC 2018?*  
**A:** Freeman is the official general service contractor. They can be reached at [FreemanChicagoES@freemanco.com](mailto:FreemanChicagoES@freemanco.com) or (773) 473-7080.
- Q:** *Does APIC sell a pre-show attendee list?*  
**A:** Yes, the pre-show attendee list may be ordered using the enclosed request form under the "Marketing/Advertising Opportunities" section. It will include the names and mailing addresses only of all paid conference attendees. E-mail, phone and fax **won't** be included in this list. All pre-show mailers require pre-approval from APIC. The rental fee \$0.30/record with a \$350 order minimum.
- Q:** *Does APIC offer lead retrieval units?*  
**A:** Yes, lead retrieval units are available for rent through CompuSystems. The order form is included in this exhibitor service manual under "Other Service Providers."
- Q:** *Where do I obtain customer passes?*  
**A:** Each exhibitor is allotted 20 exhibit hall only passes for customers and those badges may be redeemed within the [badge registration website](#). Once logged in, click "Booth Promotion" on the top, then "Invite a Customer".
- Q:** *Who should I contact to set up a meeting or event at an APIC hotel or convention center?*  
**A:** Please contact Jennifer Kerhin, Sponsorships Manager, at (301) 200-4616 or [APICsponsorships@sponsorshipboost.com](mailto:APICsponsorships@sponsorshipboost.com). Please do not contact the hotels or convention center directly. The hotel and convention center will not book exhibitor meetings without prior approval from APIC show management.
- Q:** *Does APIC offer tote bag insert opportunities?*  
**A:** Yes, to sign-up to have your company's flyer inserted into the attendee tote bags contact Jennifer Kerhin, Sponsorships Manager, at (301) 200-4616 or [APICsponsorships@sponsorshipboost.com](mailto:APICsponsorships@sponsorshipboost.com)
- Q:** *Does APIC allow exhibitors to do room drops?*  
**A:** Yes, contact Jennifer Kerhin, Sponsorship Manager, at (301) 200-4616 or
- [APICsponsorships@sponsorshipboost.com](mailto:APICsponsorships@sponsorshipboost.com) for details.
- Q:** *What is the advance warehouse shipping address?*  
**A:** APIC 2018  
Exhibiting Company Name / Booth # \_\_\_\_\_  
UPS Freight Warehouse  
c/o FREEMAN  
8500 Naples Street NE  
Blaine, MN 55449-6701
- NOTE!** Freight will be accepted at this address beginning May 14<sup>th</sup> and to avoid any late penalty charges it must be delivered to the warehouse no later than June 1<sup>st</sup>. Warehouse standard receiving hours are 9:00 am – 4:00 pm local time, Monday-Friday. Warehouse will be closed May 28. Any shipment that has a single piece that weighs over 5,000 lbs. MUST have that shipment delivered direct to Show Site and NOT to Freeman's Advance Receiving Warehouse.
- Q:** *What is the showsite shipping address?*  
**A:** APIC 2018  
Exhibiting Company Name / Booth # \_\_\_\_\_  
c/o FREEMAN  
Minneapolis Convention Center  
1301 2nd Ave S  
Minneapolis, MN 55403
- NOTE!** Freeman will receive shipments at the exhibit facility beginning June 11<sup>th</sup> at 8 am. Shipments arriving before this date will be refused by the facility.
- Q:** *How many badges do we get with our booth and how do we register for badges?*  
**A:** Per 10'x10' space, exhibitors receive four (4) Exhibitor Registrations and an unlimited additional Exhibitor Registrations for \$125 per badge. Access to sessions, meals, nor conference materials are included with the exhibitor badges. Full conference exhibitor badges may be purchased for \$630. Visit the online registration site by clicking [here](#).
- Q:** *I have a press kit I'd like to give to the media attending conference. How do I do this?*  
**A:** E-mail your press release to [APICexhibits@conferencemanagers.com](mailto:APICexhibits@conferencemanagers.com). Exhibitor press releases will be provided to all press registrants prior to the meeting, and at the meeting.
- Q:** *Is carpet required in my booth?*  
**A:** Yes, all booths must be carpeted and it can be purchased through Freeman. Carpet isn't included with the booth fee. Any booth(s) not carpeted by 9:00 am on June 13, will be carpeted by Show Management at the exhibitor's expense. Aisle carpet will be Tuxedo.