



# GSA TRAINING CONFERENCE & EXPO 2010 *Be Part of the Action!*

## Booth Application Frequently Asked Questions

Updated 10-21-09

### **What information will I need to complete my booth application?**

#### **Requested Information for the 2010 Booth Application:**

- Applicant Email address
- Applicant Contact Information - address / phone / fax
- Company Name as it appears on your GSA Schedule Contract
- GSA Schedule Contract Number (example: **GS-XX-XXXX**)
- GSA Acquisition Vehicle / Tender, or Source Schedule Number (examples: 51 V; 58 I; 520; 78; 899; 71 II; 8A Stars GWAC; VETS GWAC)
- Company Address as it appears in GSA E-Library
- Doing Business as Name (DBA), if applicable
- Socio Economic Category as is appears in the GSA eLibrary (example: Small Women Owned)
- Products or Services to be displayed (categories provided on application)
- [Federal Green Purchasing Programs](#) (programs provided on application)

- Special Purchasing Programs (example: COOP; 319-Public Health Emergencies; Disaster Recovery; 1122-Law Enforcement)
- Booth location Preferences & Quantity [**booth location preferences are a REQUEST not a guarantee**]
- Credit Card information

**FOR A SAMPLE APPLICATION [CLICK HERE](#)**

To exhibit at the GSA Training Conference & Expo, your company **MUST** hold a valid GSA Schedule Contract and products displayed must be on the GSA Schedule Contract(s).

**What is a GSA Contract number?**

A GSA number is a GSA Federal Supply Schedule contract number. In order to complete your booth application for the GSA Expo you must have a valid contract number. For more information or to view your contract number (s) please go to the GSA E-library web site [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) .

**How do I get on schedule to receive a GSA Contract?**

Please visit [www.gsa.gov](http://www.gsa.gov) for more information.

**When will the booth application become available and how long will it stay open?**

The booth application will be available beginning **November 2nd at 1 pm** eastern standard time. The application will be available until May 1<sup>st</sup> 2010. The booth application will be ON LINE and can only be submitted electronically. Please submit your application early. Booths typically sell out quickly.

## **If I submit my booth application on the first day it opens will I get a booth?**

If you submit a booth application on the first day it opens, it does not guarantee that you will receive a booth or your preferred location. Each booth application has to be reviewed and verified. Not all applications submitted are accepted. We encourage each applicant to select more than one location on the floor plan. We will continue to accept applications until May 1st, 2010 so that all GSA scheduled contract holders have an opportunity to submit a booth application. Please submit your application early, booths typically sell out.

## **Will I have to create a new account to log into the booth application?**

If you have used MC<sup>2</sup>'s system in previous events, you will **not** have to create a new account to log into the booth application. If the system recognizes your email address, it will automatically send your password to that email address. If you are new to the system you can create an account and continue to complete the booth application.

## **What if I forgot my password?**

The system is able to send your password if you have used it in previous events with MC<sup>2</sup>. You will be able to click the link [Send password to my e-mail](#) and the system will automatically send your password to log into the booth application.

## **Where can I view the floor plan and the prices?**

The floor plan and prices can be viewed by [CLICKING HERE](#).

## **Can I purchase more than 1 booth?**

Yes you can purchase more than 1 booth. If you are not purchasing bulk space, 20x20 or larger, a single contract holder can not purchase more than 4 inline booths.

## **What is the difference between a premium and standard booth?**

The difference between premium and standard booths are the locations and the price of the booth.

## **Can I submit more than one booth application to exhibit at the expo?**

We do not accept more than one booth application per GSA Contract. If a duplicate application is received the most recent booth application submission will be recorded as the "time of receipt" and all prior submissions will be considered null and void.

## **How do I know that my application was received?**

Once you complete the information on the online booth application, click the submit button. At that time, you will receive a SERVICE ORDER CONFIRMATION indicating MC<sup>2</sup> has successfully received your application. Your SERVICE ORDER CONFIRMATION will include an order number. Please note, this the SERVICE ORDER CONFIRMATION is not a guarantee for booth space.

## **How are booths assigned?**

Exhibitors are assigned booth space on a first come, first serve basis.

## **Will my credit card be charged immediately?**

No. Credit cards are only charged once your application is verified and your booth number has been assigned. At that time, you will be sent a booth confirmation with your booth number and a receipt. Please allow up to 30 business days to process your application.

## **If I want to pay by check where do I send my check?**

MC<sup>2</sup> c/o GSA Expo 2010  
500 Interstate West Parkway  
Lithia Springs, GA 30122

Check payment is required before booth assignment is made. Checks must be received within 10 business days of submitting your online application to avoid delaying your booth assignment. Please include a copy of your SERVICE ORDER CONFIRMATION along with your check.

## **If I pay by check, how much do I send in the payment for?**

If you are paying by check, please send the full amount of the booth space (s) price that you requested. It is not a guaranteed that you will receive your request. If you send in a check payment that is more than the price of the booth that you are assigned, MC<sup>2</sup> will issue a check refund.

## **How do I receive a W-9 from MC<sup>2</sup>?**

Please click the link below to down load a copy of MC<sup>2</sup>'s W-9.

[CLICK HERE FOR W-9](#)

## **How and when will I know if I received a booth?**

The contact who submitted the application will be notified by email. The email will include a confirmation letter welcoming you to the Expo, your booth number and a receipt of payment. Please allow up to 30 business days to process your application.

## **Can I change my booth request after my application has been submitted?**

Yes, any booth change request or updates to the submitted application will have to be done by phone. Please call MC<sup>2</sup> at 1-800-343-2171.

## **How do I know if my contract has expired and how do I get an extension?**

If your contract expires before the 2010 GSA EXPO (May 4, 2010) please request an extension early through your contracting officer so that the expiration date does not delay your booth assignment. Please visit [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) to review your current contract information.

## **What are the rules and regulations for exhibitors?**

The rules and regulations are to provide guide lines to exhibitors for the trade show. To review the rules and regulations for the 2010 GSA Expo, please [CLICK HERE](#).

## **Why doesn't GSA give preference to previously exhibited vendors?**

Every year hundreds of companies obtain a GSA Schedule Contract number. Giving preference to companies with a GSA Schedule Contract that exhibited in prior years would exclude all new GSA Contract holders from ever participating in the show. Therefore, allowing previous exhibitors to register for booth space in advance is not possible.

## **Why doesn't GSA get a larger convention center?**

GSA's goal is to educate and attract military, federal and state & local government acquisition professionals and program managers who make acquisition decisions. The locations for the GSA Expo are chosen based on their ability to provide the necessary space for exhibit booths and training sessions as well as their proximity to nearby military bases & federal agencies. GSA has selected locations such as San Antonio, Orlando and San Diego for their ability to attract a large number of federal agencies and to provide the necessary space for exhibit booths and training sessions. Venues are chosen to accommodate exhibitors and attendees.

## **Can I receive an attendee list?**

The GSA Expo is a private event and the attendee list is not released to anyone.

### **If I have only a VA contract, can I exhibit at the GSA Expo?**

No. You must have a GSA issued Schedule Contract not a VA issued Contract. VA contracts are not accepted for eligibility or display at the GSA Expo. For example, your GSA Contract should begin with GS not VA to be eligible to display at the GSA Expo.

### **Does GSA offer sponsorships at the GSA Expo?**

No, GSA does not offer sponsorships at the Expo.

### **When will the exhibitor service kit be available?**

The exhibitor service kit will be available to current and paid exhibitors in February / March of 2010. The exhibitor service kit link will be emailed to the contact who submitted the booth application.

### **What are the actual exhibit dates?**

The exhibit dates of the GSA Expo are Wednesday May 5<sup>th</sup>, & Thursday May 6, 2010. Set up dates are Monday May 3<sup>rd</sup> and Tuesday, May 4, 2010. Training and meetings begin Tuesday May 4<sup>th</sup> through Thursday May 6, 2010.