

## FIRST TIME PARTICIPANT ROOM (FTPR) FAQ's

**Q. Why do you have a First Time Participant Room?**

A. The First Time Participant Room concept was originally designed to assist **first time** participating manufacturers who had less than eight (8) scheduled meetings. However, our new rules allow any First Time Participating Manufacturer to exhibit in the FTPR AND hold private pre-scheduled meetings in their own suite.

**Q. How many manufacturers can exhibit in the FTPR?**

A. The FTPR is on a "space available basis" and will accommodate 20 manufacturers. This exhibit room is only available to those manufacturers who have **NEVER** attended the PWA Conference.

**Q. What size is the display area for each manufacturer?**

A. Each manufacturer in the FTPR will have a PREASSIGNED 10' x 10' spot and we will supply you with two (2) 8' draped tables (30 inches tall) and two (2) chairs.

**Q. I have private pre-scheduled meetings can I also be in the FTPR?**

A. Yes, however, if you choose to keep your pre-scheduled meetings AND exhibit in the FTPR, it is to your advantage to have someone in your booth in the FTPR at all times. Even if you have one of your reps work your booth for you.

**Q. Can I leave the FTPR and take a W/D to my suite for a private meeting?**

A. If you select to exhibit in the First Time Participant Room, you may not take any W/D's off the FTPR floor for private meetings during their scheduled meeting time in the FTPR. However, you may hold your own "non-scheduled" meetings during breakfast, lunch and after 5:45pm on Monday or anytime Tuesday and Wednesday in your own room. However, you must arrange these "non-scheduled" meetings directly with the W/D.

**Q. How many W/D's will be in the FTPR during each meeting time slot?**

A. PWA attempts to schedule a minimum of six (6) or more Warehouse Distributors per time slot in the FTPR. Each time slot runs a little over one (1) hour. This allows the manufacturers in the FTPR to see all of the W/D's who stop at your booth.

**Q. When do the meetings end in the FTPR?**

A. The last scheduled meeting will end at 5:10 on Monday, at which time, this room must be vacated. The FTPR will be closed on Tuesday and Wednesday, allowing you the opportunity to schedule some of your own private meetings or hold your PWA pre-assigned meetings in your suite.

**Q. If I have pre-scheduled meetings from PWA, can I hold other meetings in my suite?**

A. Our new Conference rules, allow a first time manufacturer to be in our FTPR and to request private scheduled meetings. However, if you decide to do both, you should plan to have someone occupying the FTPR at all times while it is open on Monday.

**Q. Do I need to be in the FTPR all day on Monday?**

A. It works best to have someone in your booth all day. If you need to leave, you may want to have your Rep occupy the booth.

**Q. How do I tell the W/D's I will be in the FTPR?**

A. In the beginning of May, we will mail the meeting schedules to all participants. At that time, we will send all of the FTPR manufactures a letter telling them what they need to send to the W/D's. Don't worry about this now. We will remind you later.

**Q. Which W/D's will visit the FTPR?**

A. The PWA Conference Committee has **pre-scheduled** every W/D to visit the FTPR. A visit to the FTPR is **mandatory** for all warehouse distributors. Remember, the W/D's will be on the floor of the FTPR on **Monday only** from 8:00am to 5:10pm.

**Q. Where is the FTPR located?**

A. The FTPR is located downstairs in the FOXTAIL/ IRONWOOD ROOM.

**Q. When do I set-up my display?**

A. The FTPR will be open and ready for your set-up from 9:00am to 8:00pm on Sunday only. Remember, an 8'x 8' stand-up traveling display can be used if we remove one (1) of your tables. Or you can use a table top display.

**Q. What does it cost to exhibit in the FTPR?**

A. The cost for a spot in the FTPR is \$150.00. You will be billed directly by PWA for the room costs.

**Q. I will need electrical power for my display, what do I do?**

A. Electricity will be available on-site for a one-time fee of \$50.00. Please contact Ryan Moyer at (602) 431-6408 to make arrangements.

**Q. When will I be able to takedown my booth in the FTPR?**

A. The First Time Participant Room will be open **Monday only** from 8:00am to 5:10pm. You must not takedown until the last meeting is over. There are no meetings in the FTPR on Tuesday or Wednesday.

**Q. When do I need to have my booth ready in the FTPR?**

A. You must have your display set up and ready by 8:00p.m. Sunday. We will not be able to deliver your displays or materials package after 7:00p.m. Sunday. There will be no products or display items delivered on Monday. This room must be ready Sunday night by 8:00p.m.

**Q. What can I bring to exhibit in the FTPR?**

A. You may bring **almost** anything that will fit in your 10' x 10' booth space. Products, tabletop displays, floor displays (not to exceed 8' tall).

**Q. What hours and days is the FTPR open?**

A. The FTPR is open **Monday only** from 8:00am to 5:10pm.

**Q. Can we bring brochures and other materials to hand out?**

A. Yes. As a courtesy please contact PWA for any limitations.

**Q. How many sales people should our company bring to the conference?**

A. There is no maximum or minimum limit set by PWA. That is a business decision for your company to make. However, three (3) would most likely be more than you need.

**Q. Do we have to stay at the hotel?**

A. Yes. You are required to have at least one room at the hotel. This will be your meeting room in which your private meetings are held.

- Q. **How do I set-up private meetings with the W/D's?**  
A. Private meetings are scheduled through the PWA office after registration closes on April 1st. You may also schedule your own private meetings directly with W/D's after you receive your assigned meeting schedule.
- Q. **Can we bring products and displays for the room?**  
A. Yes. Shipping instructions will be provided in your Conference Confirmation Package.
- Q. **Can we bring our own drapes for the tables with our company name and logo?**  
A. You will need to contact Ryan Moyer @ (602) 431-6408 and discuss this question.
- Q. **I am the only person attending from my company and I have a private meeting scheduled on Monday, can I leave my booth empty?**  
A. We would suggest that you have one of your sales representative represent your company while at your private meeting. You will want every opportunity to meet the W/D's who visit the First Time Participants Room.
- Q. **I have a spot in the FTTPR, but have enough private meetings; do I need to stay in the FTTPR?**  
A. No, you do not have to keep your spot in the FTTPR, however, if you choose to not take advantage of the opportunity, you will not have a chance next year or the next time you attend the Conference. The FTTPR is for those manufacturers who are attending the Conference for the first time. Once you have attended you are no longer a First Time Participant.
- Q. **Which Manufacturers and Warehouse Distributor companies attend the PWA Conference?**  
A. PWA posts all prior year Manufacturer, Warehouse Distributor and Sales Representative companies who attended the PWA Conference on the PWA website. Please go to [www.pwa-par.org](http://www.pwa-par.org) click the "Conference" tab and scroll down for a list of companies.