



2023 ND SHRM State Conference

Exhibitor Showcase

Frequently Asked Questions

***note- schedule not finalized yet highlighted times are subject to change**

When is the Exhibitor Showcase?	Wednesday, September 13 th at the Bismarck Event Center (BEC) with set up from 8:00 am to 10 am. The Exhibitor show will be open to attendees starting at 10 am and finish at 4 pm.
How long is the Exhibitor Showcase?	It is a one-day show that is held only on Wednesday, September 13 th .
When will I be able to set up for the Exhibitor Showcase?	8:00 am until 10:00 am on Wednesday, September 13 th .
When I arrive which door should I enter through for easiest access to the Exhibitor Showcase area?	For easiest access to the Exhibitor Showcase please use the door E42- Lower Level Arena. The Exhibitor Showcase will be in the Hall B. Click here to access a maps of the BEC. Door E42 is noted on the Lower Level Arena map.
Can I ship my booth and other materials in advance?	Yes, please note the following: <ul style="list-style-type: none">• Any exhibitors needing to ship their booth items to the Bismarck Event Center (BEC) must use Jobbers Convention Freight Service. To register with Jobbers, visit https://www.jobberswarehouse.com/moving. If you are going to bring your booth setup with you during move-in, you are not required to ship anything.• Make sure you clearly label the outside of the shipment:<ul style="list-style-type: none">○ “ND SHRM State Conference” and your company name. This will ensure the easiest time in retrieving your shipped items.
Does the venue have general exhibitor guidelines?	Yes, other general exhibitor guidelines for the BEC are available here: https://www.bismarckeventcenter.com/p/plan-your-visit/exhibitor-information/exhibitors-rules
What is provided to each exhibitor?	Exhibitors will receive a table, 2 chairs, Wi-Fi password, and area for booth that is piped-and-draped off.
How big are the booths?	10’ x 10’
What size are the tables?	8’ x 30” table
Is electricity available?	Yes, but you must indicate that at the time of registration. Exhibitors are responsible for bringing their own extension cords. We will be using the electricity information you provided during registration to create the map of booths.
Is Wi-Fi available?	Yes. The password will be provided the day of the show.
Will table cloths or extension cords be provided at each booth?	Table clothes can be rented from the BEC for an additional charge. Exhibitors are allowed to bring their own skirting and/or tablecloths. Extension cords will not be provided.
How many Exhibitors do you anticipate at the conference?	40 exhibitors total will be allowed.

Are Exhibitors required to give away prizes or gifts?	No. Exhibitors are not required to give away anything. However, if you have a prize drawing please handle drawing the winner and distributing the prize. Additionally, ND SHRM Foundation Director, Ashley Nordstrom, will be reaching out for donations for the silent auction fundraiser. Ashley can be reached at anordstrom@polartel.com . We appreciate anything you can donate to the SHRM Foundation.
What times are specifically available for conference attendees to visit exhibitors?	The specific times marked for attendees to visit with exhibitors and sponsors are from 10:00-10:45 am; 12:00-1:15 pm; 2:30-3:15 pm. In between those times, concurrent breakout sessions with speakers will be occurring for attendees. The Exhibitor Showcase will remain open but we anticipate that traffic to be lighter in comparison to the previously listed times.
Will lunch be provided to exhibitors?	Yes. Lunch is available along with the conference attendees in the same area as the Exhibitor Showcase (Hall B) from 12:00-1:15 pm.
What time can exhibitors pack up their booth?	We will release exhibitors at 4:00 pm.
Is there an extra charge if two people are at the booth representing the same company?	No. Each booth will get two booth representatives. Please be aware that the names provided to work the booth will only be allowed to attend the day of the exhibitor show. If these booth representatives would like to attend more of the conference, they can register for an all conference pass .
How do I register for the conference as an attendee?	Access the Attendee Registration page and complete the steps. Alternatively, your company can increase your participation at the conference by becoming a sponsor. For more information on becoming a sponsor please contact April Frank (sponsorship@ndshrm.com) and/or check out our conference website page, ND SHRM State Conference .
How many participants do you anticipate at the conference?	325-400
Will an attendee list be provided to Exhibitors?	Yes, this will be emailed to the primary contact that registered for the booth <i>AFTER</i> the conference.
Is there a hotel room block?	Yes. Please see our conference page and scroll down to the lodging section for address, rate, and block name.
How does my company become more visible at the conference?	If you'd like more visibility than the other exhibitors, we recommend becoming a sponsor at the Platinum, Gold, Silver, or Bronze level. For more information on becoming a sponsor please contact April Frank (sponsorship@ndshrm.com) and/or check out our conference website page, ND SHRM State Conference .
Who will be available from ND SHRM if I need assistance the day of the event?	April Frank (cell: 701.590.2900), Raquel Nachatilo, Sheila Neuleib, Scott Wirth and other ND SHRM representatives will be in the Exhibitor Showcase area to address your questions.
Still have questions?	E-mail the Sponsorship Committee at sponsorship@ndshrm.com .

Thank you for being a part of the 2023 ND SHRM Conference!