

Hearing Loss Expo 2016

FAQ for Exhibitors

When is the expo?

The expo is open to the public on:

- Wednesday, Nov. 2, 2016, noon to 7 p.m.
- Thursday, Nov. 3, 2016, 9 a.m. to 3 p.m.

Where is the expo being held?

Radisson Hotel Harrisburg: Convention Center
1150 Camp Hill Bypass
Camp Hill, PA 17011-3734

717-763-7117

www.radisson.com/camphillpa

Are exhibitors expected to participate in both days?

Yes.

Must the exhibit be staffed both days while the expo is open?

Yes, the expo wants all guests to have the same experience regardless of the time and day they visit the expo.

Can I ship items for my exhibit to the Radisson Harrisburg Hotel?

Yes.

Deadlines:

- Items may arrive only three days prior to the exp. Items may arrive Oct. 30-Nov. 1, 2016
- Pickup/shipping must occur within 72 hours of Nov. 3, 2016 at 3p.m. Packages left after 72 hours will be stored at a fee of \$25.00 per day.

All items must be labeled with the following information:

- Group name: Office for the Deaf & Hard of Hearing, Hearing Loss Expo 2016
- Hearing Loss Expo date: Nov. 2 & 3, 2016
- The name of the person to receive the package

How can I reserve a guest room?

- There is a block of guest rooms reserved until Oct. 2, 2016
- The rate is \$90.00 (single) & \$100.00 (double) per night plus taxes
- Call 717-763-7117 to make reservations
- The group name is "Office for the Deaf & Hard of Hearing, Hearing Loss Expo 2016"

What time is set-up & tear-down?

Set-up: Wednesday, Nov. 2, 2016 from 9:00 a.m. to 11:30 a.m.

Tear-down: Thursday, Nov. 3, 2016 from 3:00 p.m. to 5:00 p.m.

Exhibitors are not permitted to set-up after the expo opens on Nov. 2, 2016 at noon.

Exhibitors cannot tear-down before the expo closes Nov. 3, 2016 at 3 p.m.

What is the price to exhibit?

There is no charge. It is the exhibitor's responsibility to purchase utilities and/or audio visual equipment, if needed. The deadline to place an order is Sept. 21, 2016.

See the utility form and the presentation and rental services menu document for details. Both are included in the exhibitor registration packet.

Do I need to purchase internet service for my exhibit?

No. Exhibitors will be able to connect to the internet by a Wi-Fi connection. This connection is only available in the exhibit hall which is Grand Ballroom. Exhibitors will need to purchase other utilities such as electricity, or a telephone line.

What is the size of the exhibit space?

The exhibit space consists of a 6-foot table with linen, skirt, and two chairs.

Does the Radisson Hotel Harrisburg have regulations for hanging items on a wall?

Yes, the hotel requires the following:

- Items to be hung must be delivered to the hotel at least 48 hours prior to the opening of the Expo on November 2, 2016 at noon.
 - If the hotel does not receive items ahead of time, then there is no guarantee the item will be hung
- Banners need to have eyelets in order to be hung
- No items will be hung with the use of tape, nails or pins on the walls
- Items will be hung from ceiling or on walls using poster-putty by hotel staff only

Do I need to bring my own equipment, such as computers, or extension cords?

Yes, exhibitors are responsible for all equipment needed to operate their exhibit. Audio visual equipment may be rented from the Radisson Harrisburg Hotel. See the “Presentation and Rental Services Menu” document for details which is included in the Exhibitor Registration packet.

How many exhibitors will there be?

The Grand Ballroom accommodates 100 exhibitors. Space is reserved on a first-come, first-served basis.

Who can exhibit?

The expo is open to organizations that provide services or programs to Pennsylvanians who are deaf, deafblind or hard of hearing. The expo is the perfect opportunity for organizations and visitors to learn and network!

Some examples of what we are looking for:

- Programs that provide signed and open-captioned theater performances
- Movie theaters that are accessible with captioning
- Theaters who provide accessible performances
- Technology—Captioned telephones, videophones, relay services, assistive listening devices
- Advocacy organizations
- Professional services
- Hearing loops
- Hearing aids and cochlear implants
- Service providers
- State agencies
- Grassroots organizations (i.e., Hearing Loss Association of America-PA Chapter, PA Society for the Advancement of the Deaf, A.G. Bell)
- Interpreter Training Programs (ITPs)
- Advisory committees, board, councils
- Support groups
- Referral agencies (i.e., interpreters, CART)
- Social gatherings (i.e., groups that meet at Wegmans, or Giant, or during happy hour, dinners)
- Deaf clubs
- Professional organizations (i.e., PA Academy of Audiology, PA Registry of Interpreters for the Deaf, ASLTA)
- Colleges who offer degrees in fields related to hearing loss (i.e., deaf education, speech pathology, and audiology).
- Camps
- Churches or religious affiliated groups
- Schools for the deaf, Intermediate Units

And the list goes on.....

Besides exhibitors, what other activities are planned?

HLE 2016 will offer free hearing screenings, vision screening, educational presentations, a youth program for transitional age students, “simulation” workshops, and outside groups will host meetings or trainings. Please visit our website, www.dli.pa.gov/odhh or our Facebook page, Pennsylvania Office for the Deaf and Hard of Hearing, for more information.

Should exhibitors provide alternate formats of information?

It is suggested to have information in other formats, such as braille, large print, or even Spanish to accommodate our visitors.

What about communication access?

Assistive listening devices (ALDs) will be available for visitors to borrow at no charge. There will be several roving state-registered interpreters; the interpreters will not be assigned to a specific exhibitor. Roving interpreters will be easily identifiable.

It is the exhibitor’s responsibility to secure interpreting services or Assistive Listening Devices (ALDs) for your exhibit. If you need assistance, please contact Dee Dee Keiser at ODHH. She can be reached at dkeiser@pa.gov or at 717-783-4912 v/tty or at 717-831-1928 videophone.

Will the expo provide food & beverage?

“Grab & Go” lunch and dinner will be available to purchase. For your convenience, the concession will be setup in the convention center lobby. Seating will be available in the exhibit hall. Water stations will be positioned throughout the Expo, too.

Wednesday, November 2nd

Lunch: 11:00 a.m. to 1:30 p.m.

Dinner: 5:00 p.m. to 6:30 p.m.

Thursday, November 3rd

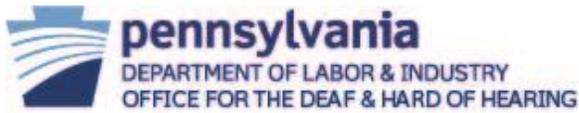
Lunch: 11:00 a.m. to 1:00p.m.

Who will come to the expo?

The expo is opened to anyone who has an interest in learning about Pennsylvania services, and products for people who are deaf, deafblind or hard of hearing.

What is the admission fee?

There is no admission fee. The Expo is free and open to the public. In addition, there are no parking fees.



How will the event be advertised?

The expo will be advertised to the legislature, through the media, to Commonwealth agencies, email blasts, website, Facebook, and by word of mouth!

Where can I get more information about the expo?

The best places to get updates is the ODHH website, www.dli.pa.gov/odhh or our Facebook page, Pennsylvania Office for the Deaf and Hard of Hearing.

If I have a question, who do I contact?

Sharon Behun

sbehun@pa.gov

717-783-4912 v/tty

717- 831-0308 videophone