



## 2014 Arkansas Interoperability Conference

July 23-25, 2014

### Crowne Plaza Hotel

201 South Shackleford Road, Little Rock, Arkansas 72211

## Frequently Asked Questions for Vendors

### ***Who attends this conference?***

As the aim of the conference is to discuss a range of topics related to interoperability among public safety agencies across Arkansas and the U.S., our attendees are mostly from the public safety community. This includes emergency management, fire, law enforcement, county judges and sheriffs, highway patrol, and various state and federal agencies with an interest in public safety communications.

### ***What is the Vendor Room like?***

The Crowne Plaza's Jackson Room is a 2028 sq. ft. room located near the Crowne Ballroom, where the conference presentations will be taking place. Vendor tables are spaced around the Jackson Room for optimal visibility and maneuverability. Morning and afternoon snacks and beverages are served in the far back corner to encourage foot traffic.

### ***Tell me about my vendor table(s).***

Each vendor table is 30 inches wide x 6 feet long. The number of tables provided depends upon sponsorship level (refer to Vendor Registration). Each table is nicely draped by the hotel, but you are welcome to dress up your table and the space behind it with your own presentation materials. ***Please note:*** Electrical outlets are available at frequent intervals throughout the room, but extension cords are not provided. If you need to access an outlet as part of your display, it is advisable to bring your own extension cord and/or power strip.

### ***Can I send my materials ahead of my arrival?***

Yes, ship directly to the **Crowne Plaza Hotel, Attention: EVENTS – Interoperability Conference July 23**. Please notify us that you are doing this so that we can touch base with the hotel to make sure they have your materials out of storage and available the morning of the conference.

### ***What is the Vendor Room schedule?***

The Jackson Room will be opened at 7:30 a.m. and closed at 5:30 p.m. on both Wednesday, July 23, and Thursday, July 24. The conference will be taking place from 8:30 a.m. to 5:00 p.m. those days (and a half-day on Friday). Conference attendees will be encouraged to visit the Jackson Room before and after presentations, during morning and afternoon breaks, and at lunchtime. The Jackson Room will not be open at all on Friday, July 25 this year. If you need to make arrangements to store your materials overnight for pickup on Friday, please let us know and we will request storage accommodations from the hotel.

### ***Are meals are included for vendors?***

Yes, of course. Vendors are welcome to the same meals and snacks offered to all other conference attendees. This year, there will be a mid-morning continental breakfast and a mid-afternoon snack and beverages available in the vendor room both days. On Wednesday, 7/23, lunch will be independent, not provided by the conference. The hotel has both a restaurant and a small coffee counter available for quick dining and there are many sit-down and fast food restaurants available close by. On Thursday, 7/24, lunch will be provided to all our vendors and guests.

### ***What is the AICC Reception? Am I invited? Will you buy me a drink?***

The AICC Reception is new this year. There is a lovely bar in the lobby area of the Crowne Plaza Hotel where the AICC will have special space reserved and appetizers will be provided on Wednesday, 7/23 from 5:00 to 6:30 p.m. Vendors are welcome to join us once they are ready to leave their tables for the night. We would *love* to buy you a drink, but we cannot do that with conference funds. Of course you may certainly buy your own and join us for conversation.

### ***Who do I contact if I have more questions?***

Please contact Rachel Wilson in AWIN. Phone: **501-683-0491**. E-mail: [Rachel.Wilson@arkansas.gov](mailto:Rachel.Wilson@arkansas.gov).