



NEW EXHIBITOR AT-SHOW TIPS

WEAR COMFORTABLE CLOTHES/SHOES during set up. Air conditioning and heating are not turned on during installation hours.

WHEN YOU ARRIVE TO THE EXHIBIT HALL FOR MOVE IN, go to your booth space and make sure everything has arrived according to the show delivery schedule (i.e., everything you shipped, electrical, internet and floor covering if you ordered it. Stop by the Exhibitor Service Center if anything is missing.

GET EVERYTHING YOU NEED OUT OF YOUR CONTAINERS. They will not be accessible during the show.

GET “EMPTY” STICKERS AT THE EXHIBITOR SERVICE CENTER. Make sure to pickup the correct color sticker based on the location of your booth space on the exhibit floor. Place one sticker on each container with your company name and booth number.

IF YOU ORDERED LABOR, check in at the labor desk at the time for which you ordered it.

DO NOT leave any valuables unattended in your booth.

PICK UP lead retrieval unit, if ordered.

EXHIBITORS WILL HAVE ACCESS TO THE EXHIBIT HALL prior to the exhibit hall opening on Monday (8:00 AM) and 1 hour prior to the exhibit hall opening on Tuesday (7:00 AM).

BOOTHS ARE EXPECTED TO BE STAFFED DURING EXHIBIT HOURS.

REFERENCE THE EXHIBIT TIP SHEET for tips on what to do and what not to do while staffing your booth.

EXPECT TO GET YOUR INVOICE, on the day after the show opens. It will be delivered to your booth, along with any outbound shipping information and labels. If you did not provide your outbound shipping information in advance, visit the Exhibitor Service Center for assistance.