



## NEW EXHIBITOR PRE-SHOW TIPS

**BEGIN PLANNING** for an event 180+ days from the move in date. Start the planning process by creating a budget.

**TAKE ADVANTAGE OF DISCOUNT DEADLINES** by using Hargrove’s online ordering system.  
Login Here.

**CONSOLIDATE SHIPMENTS** to avoid weight minimums. Prevent special handling charges—ship in crates or shrink-wrap to skids. Consider sending your materials to the Advance Warehouse before the deadline to save money. Keep a record of your tracking numbers and bring them with you to the show. If you know your transportation provider, submit your outbound shipping information in advance to save you time on show site.

**KNOW THE DIFFERENCE** between “material handling” and “transportation.”

**MATERIAL HANDLING** includes unloading your exhibit materials, storing for up to 30 days (in advance in the advance warehouse), delivering to your booth, handling empty containers to and from storage, and removing material from your booth for reloading onto outbound carriers when the show closes.

**TRANSPORTATION** is the transport of your exhibit materials to and from the convention or event.

**FLOOR COVERING** is mandatory at this event. You may order carpet or floor covering through Hargrove or ship your own. Pro Tip: Order padding for extra comfort.

**OFFICIAL SERVICE CONTRACTORS** are the companies listed in the Exhibitor Service Manual. As you plan for NIGP 2018, you may receive solicitations from publications and vendors that are not affiliated with NIGP. Please be advised that NIGP does not sell exhibitor lists or contact information to anyone. This information is securely provided to NIGP Official Service Contractors to inform exhibitors of show related services. Solicitations from unofficial vendors are often the result of obtaining public information from the Internet. NIGP partners with select vendors to produce our premiere conference and expo and can intervene on your behalf if any customer service issues arise.

List of Official Service Contractors:

**Gaylord Opryland Resort & Convention Center (Housing, Electricity, Internet, Catering)**

**SPARGO, Inc. (Exhibit Sales, Exhibit Management & Registration)**

**Hargrove (General Service Contractor/Decorator)**

**Crescent Events (Audio Visual & Computers)**

**WHEN BOOKING TRAVEL**, review the exhibit hall hours, arrive early and allow enough time for empty containers to be returned and booth materials to be packed **after** the show closes.

**READ THE EXHIBITOR SERVICE MANUAL and SHOW KIT.** Knowing show rules and regulations, such as labor jurisdictions and fire regulations, is critical for planning.