



EXHIBITING TIPS FOR SAVING TIME AND MONEY

- Read the exhibitor manual thoroughly, and be certain that forms are completed by someone familiar with your show needs and the on-site person.
- Be sure to complete all the Show Management required forms-such as exhibitor registration, program listing, lead retrieval etc.
- Make sure that your on-site representative has copies of all orders, invoices and paperwork associated with exhibiting and shipping.
- Order by the deadlines shown on the forms to take advantage of generous discounts.
- Provide diagrams whenever possible...for sign hangs, electrical placement/distribution, booth installations, etc.
- Be sure to comply with the IAEM Standard booth design for the construction and design of your exhibit. On-site changes can be costly due to unapproved exhibits considered by the Fire Marshall. A copy is available from the shows operations manager.
- Consider the costs of rental displays, carpet and booth furnishing versus shipping and material handling charges for the same.
- Meet your freight target times, and instruct your drivers to check in at the marshaling yard before the deadline noted in the service manual to avoid additional surcharges.
- If you provide your own booth carpet, ensure that it is packed at the rear of the truck so that it can be offloaded and installed first.
- Please, make sure that all of your display items are packed securely in crates or boxes. Loose, pad-wrapped and non-palletized items are charged at higher rates.
- Work closely with your freight carrier representative to ensure that items being shipped are classified and labeled accurately.
- Ship hanging signs in advance to allow for straight-time installation when possible.
- Place a rider on your existing company insurance policy to ensure that your exhibit or product is covered from the time they leave your possession to the time they are returned, or purchase show insurance. Show Management and official contractors are not responsible for lost, stolen, damaged exhibits or products.
- Submit exhibitor personnel badge requests in advance.
- Submit Exhibitor Appointed Contractor paperwork and appropriate insurance.
- Take necessary security precautions.
- If you have a dispute regarding ANY payments for services or for damages to property, please be sure to contact a member of Show Management before the show closes.
- Be sure to look over all products when delivered to your exhibit and document ANY damage-be sure to provide Show Management with a copy of your report.
- If you plan to dispute any charges provided by any "Official Service Provider" please notify Show Management immediately we may be able to lend assistance.