

# Exhibitor Manual for The Water Expo 2016

Aug 31st & Sept 1st, 2016



## PLEASE READ THESE 2 PAGES NOW:

*It will save you time and money!*

- 1) **WHERE:** Miami Airport Convention Center MACC (West Hall), 711 NW 72nd Ave., Miami, FL, 33126. Great location in the center of Miami with easy accessibility, across the Palmetto and Dolphin expressways and nearby the Miami International Airport.
- 2) **MOVE-IN:** Monday, Aug 29; Schedule TBA (Only trucks & big displays)  
Tuesday, Aug 30; 9:00 am – 5:00 pm  
Wednesday, Aug 31; 7:00 am – 9:30 am  
**EXHIBIT HALL:** Wednesday, Aug 31; 10:00 am – 6:00 pm (Opening starts 8:30 am)  
Thursday, Sept 1; 10:00 am – 4:00 pm (Sessions starts 9:00 am)  
**MOVE-OUT:** Thursday, Sept 1; 4:00 pm – 7:00 pm (Including trucks & big displays)
- 3) **LOADING AREAS** (See Map included):
  - a) **For mid & large items (and to display trucks & trailers)** use the loading dock (follow the blue lane). Go there to unload and then find a proper parking area for your vehicles following the red lane.
  - b) **For hand carry items** you may download from the general parking area to the main entrance of West Hall (use the red lane in the Map for this).
- 4) **PARKING:** Extensive parking in front of the Convention Center area (north lot) at \$5 per day (red lane). You may leave your trucks there during the Expo but park them at the rear of the lot.
- 5) **UNION FRIENDLY:** MACC is a union-friendly facility. Exhibitors may download at the dock area or from the general parking area to the main entrance of West Hall (north lot) and move material in using mini dollies and 2-wheel carts. Exhibitor employees may be used to set up and dismantle the booth. Any services required beyond should be rendered by EXPO Convention Contractors. For material handling, drayage services and labor please refer to the manual included. **Note: Request any show contractor an estimate on any potential order before confirming!**
- 6) **LISTINGS, BOOTH & PROGRAM:** For your company listings and booth number check on [Exhibitor List](#). Should you need to complete or update your listings (20 word description, industries & markets you serve) send to [mail@TheWaterExpo.com](mailto:mail@TheWaterExpo.com) (deadline for the Guide is **Aug. 15, 2016**). For your booth location check on [Floorplan](#). For the event program visit [www.TheWaterExpo.com](http://www.TheWaterExpo.com) regularly.
- 7) **EXHIBITOR BADGES** will be given **on-site** during move-in. Use **Form A** to release staff name(s) with contact info, and to order extra badges. **Form A** also releases **badge quota** per booth package.
- 8) **FREE PASSES for CUSTOMERS & PROSPECTS:** Exhibitors receive **2-Day FREE admission passes (a \$36 value each)**: 25 passes per 10x10; 35 per 10x20; 45 per 20x20; 55 per 20x30 & 65 per 20x40. **USE THEM! Do not leave behind.** FREE passes will be exchanged on-site for an attendee **2-Day EXPO badge**. *If you need more we may provide extras at \$20 ea. Just request us!*
- 9) **TRANSLATORS & TEMP. STAFF:** The Water Expo is a **multicultural event**. We **STRONGLY SUGGEST having someone who can communicate in Spanish in your staff. It can make a big difference!!!!** If you need to hire bilingual staff for your booth, contact EVENTS & OFFICE CONSULTANTS (EOC), our official staffing company. Use the proper form in the Manual or call them **(305) 442-6000**. EOC may also provide other staffing services upon request.
- 10) **BOOTH PACKAGES:** **10'x10' package** includes 8' high back drape, 3' side rails, one 6' draped table, two chairs, one waste basket, and a 7" x 44" ID sign (with co. name hung from the back drape of your booth). **10'x20' and larger booths** receive two 6' draped tables and 4 chairs.
- 11) **TRUCKS & TRAILERS:** A special time schedule will be provided to move-in trucks and trailers depending on location on the show floor. You should abide by it to avoid conflict with the overall set-

up process. Show Management does not assume responsibility if truck/trailer exhibitors do not show up in time and cannot access their floor location and exhibit accordingly. Access gate dimensions are 14' wide x 11' high. Show contractor will guide the vehicle move in/out process and a spotting round-trip charge of \$90 per vehicle will apply.

**12) FORM B:** Use form B

a) if **you DID NOT include** electricity in your Agreement (Standard 115V / 5amps). **Note:** Bring your own extensions and/or power strips to save. For **non-standard** electrical requests (beyond 115V / 5 amps) use Edlen's electrical forms included in this manual.

b) To order an **INSERT in EXPO Bag** and/or **EXTRA listing in Guide & on-line** (deadline **Aug. 19**)

**13) EXPO CONVENTION CONTRACTORS:** If you need **extra tables, chairs, booth furnishings, labor, shipping, pre-storage services and almost everything else...** you should **order** from **EXPO Convention Contractors** our official decorator/contractor. They can assist you also with material handling and deliveries. Use EXPO Manual (condensed version attached) and **call them (305) 751-1234** or email **info@expocci.com** for questions and assistance. **Note:** Order by **Aug. 17** for discounted rates. EXPO offers more specialized services not included in the Manual; call them directly if you need anything else. They will be happy to assist!

**14) WATER & AIR:** Edlen Electrical is also the water/air contractor. Use Edlen water/air form to request this service or call them directly **(305) 623-5335**. **Note:** Order by **Aug. 10** for discounted rates.

**15) LEAD RETRIEVAL** by Smart Source. For information and to order use the form included. Order by **Aug 12** for discounted rates. For assistance call **(800) 955-5171** or mail to [leads@smartsourcerentals.com](mailto:leads@smartsourcerentals.com)

**16) COMPUTERS & AUDIO/VISUALS** by Smart Source. To order please use the A/V form here. For assistance call **(800) 955-5171** directly or mail to [exhibitorsales@smartsourcerentals.com](mailto:exhibitorsales@smartsourcerentals.com). Order by **Aug. 24** to avoid surcharges.

**17) WI-FI** by MACC via HOTAIR. Please note it is a self-serve option you should contract on-site following instructions once you open your browser paying by credit card only. Different services available starting at just \$12.95 per day.

**18) HOST HOTEL (same building complex):** Book your sleeping rooms NOW directly with the Doubletree by Hilton Host HOTEL [via this link](#). Special event rate of \$124 (single/double). To book by phone call (305) 261-3800 mention **The Water Expo**. **Do not miss last Hotel cut-off date of July 27). Limited availability. Book NOW to lock special rate and secure availability.**

**19) The Water Expo ASSISTANCE:** Send your question to [mail@TheWaterExpo.com](mailto:mail@TheWaterExpo.com) or call **(305) 412-EXPO (3976)**. We will be happy to assist. Do not forget to read **The Water Expo On-Site Rules and Regulations** (included).

| <b>20) For:</b>                       | <b>Use:</b>  | <b>Advanced deadline</b> | <b>Questions?</b>             |
|---------------------------------------|--|--------------------------|-------------------------------|
| Badges                                | Water Expo form A  | <b>Aug 26</b>            | (305) 412-3976                |
| Electricity (standard) & more         | Water Expo form B  | <b>Aug 26</b>            | (305) 412-3976                |
| Furnishings, Deliveries, Labor...     | EXPO Conv. Manual  | <b>Aug 17</b>            | (305) 751-1234                |
| Water, Air & Special Electricity      | Edlen form   | <b>Aug 10</b>            | (305) 623-5335                |
| Lead Retrieval                        | Smart Source form  | <b>Aug 12</b>            | (800) 955-5171                |
| Computer & Audio Visual               | Smart Source form  | <b>Sept 24</b>           | (800) 955-5171                |
| Translators & Temp. Staff             | EOC form   | <b>Aug 26</b>            | (305) 442-6000                |
| WI-FI                                 | Self-Serve Option  |                          | Contract on-site              |
| Host Hotel ( <b>cut off July 27</b> ) | <a href="http://www.TheWaterExpo.com">www.TheWaterExpo.com</a> |                          | <a href="#">Book directly</a> |

Welcome to **The Water Expo 2016** (5th edition)  
in **Miami, America's Business Capital!**