

Exhibitor Manual for The Water Expo

FALL edition - Sept. 15 & 16, 2015



A copy is available on line.
Click on [Exhibitor Manual](#)

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, Sept 14; 8:00 am – 5:00 pm
Tuesday, Sept 15; 7:00 am – 9:30 am
EXHIBIT HALL: Tuesday, Sept 15; 10:00 am – 6:00 pm (Opening starts 8:30 am)
Wednesday, Sept 16; 10:00 am – 4:00 pm (Sessions at 8:00 am)
MOVE-OUT: Wednesday, Sept 16; 4:00 pm – 8:00 pm
- 3) **LOADING AREAS** (See Map included):
 - a) **For mid & large items** use the loading dock (follow the blue lane). Go there just 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 available 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 you should 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) **PROGRAM & PARTICIPANTS:** Listed on event website www.TheWaterExpo.com. Check there every week for updates.
- 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. The Water Expo is a multicultural event: ***WE STRONGLY SUGGEST exhibitors to have in your staff someone to be able to communicate in Spanish.***
- 8) **COMPLIMENTARY INVITE for CUSTOMERS & PROSPECTS:** As part of your package Exhibitors & Sponsors will have the **option to invite customers and prospects to attend the show at no cost**. Each of your guests will receive a **2-Day COMP. BADGE** available for pick up on-site (a \$32 value). We will send you an email with a special invitation which you simply need to forward to your guests and we take care of the rest. Stay tuned! (10x10s receive up to 25 guests; 10x20 up to 35; 20x20 up to 45; 20x30 up to 55 & 20x40+ up to 65).
- 9) **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). **10x20 and larger booths** receive two 6' draped tables and 4 chairs.

- 10) **FORM B:** Use form B
- a) if **you DID NOT include** electricity in your Agreement (Standard 115V / 5amps). **Note:** Always bring your own extensions and/or power strips. 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 **Sept. 4**)
- 11) **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** for questions and assistance. **Note:** Order by **Sept 1, 2015** for discounted rates. EXPO offers more specialized services not included in the Manual, ~~so~~ call them directly if you need anything else. They will be happy to assist!
- 12) **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 **Sept 1, 2015** for discount rates.
- 13) **LEAD RETRIEVAL** by Smart Source. For complete information and to order use the proper form included here. Order by **Aug 28, 2015** for discounted rates. For assistance call **(800) 955-5171** or mail at leads@smartsourcerentals.com
- 14) **COMPUTER & AUDIO/VISUAL** 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. Order by **Sept 4 for a 25% off.**
- 15) **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.
- 16) **HOST HOTEL (same building complex):** Book your sleeping rooms NOW directly with the Doubletree by Hilton Host HOTEL [via this link](#) for the special event rate of \$119 (single/double). To book by phone call (305) 261-3800 mention **The Water Expo**. **Note: Do not miss Hotel cut-off date of Aug 25th). Limited availability. Book by then to lock special rate and secure availability.**
- 17) **The Water Expo ASSISTANCE:** Send your question to mail@TheWaterExpo.com or call **(305) 412-EXPO (3976)**. We will be happy to assist.
- 18) Do not forget to read **The Water Expo On-Site Rules and Regulations** (attached).

19) For:	Use:	Advanced deadline	Questions?
Badges	Water Expo Form A	Sept 11	(305) 412-3976
Electricity (standard) & more	Water Expo Form B	Sept 4	(305) 412-3976
Furnishings, Deliveries, Labor...	EXPO Conv. Manual	Sept 1	(305) 751-1234
Electricity (special requirements)	Edlen form	Sept 1	(305) 623-5335
Water & Air	Edlen form	Sept 1	(305) 623-5335
Lead Retrieval	Smart Source form	Aug 28	(800) 955-5171
Computer & Audio Visual	Smart Source form	Sept 4	(800) 955-5171
WI-FI	Self-Serve Option		Contract on-site
Host Hotel (cut off Aug 25th)	www.TheWaterExpo.com		Book directly

Welcome to The Water Expo - FALL edition
in *Miami, America's Business Capital!*