



PLEASE READ THESE 2 PAGES NOW:
It will save you time and money!

- 1) **MANUAL:** This Manual is valid for **The Water Expo** and **The Energy Expo** exhibitors and sponsors. These events are collocated side by side in the same venue and will follow the same guidelines. Exhibitors and Attendees registered for one event will have free access to the other.
- 2) **HEALTH AND SAFETY:** Fortunately, our country is entering into a post COVID19 period and some of the previous health and safety mandatory regulations have been eliminated or are now applied with more flexibility. As we reach the show dates, we will update the regulations that will be applicable onsite, following governmental and venue guidelines and recommendations, in the best interest of the health and safety of all participants.
- 3) **WHERE:** Miami Airport Convention Center MACC (West & East Halls), 711 NW 72nd Ave., Miami, FL, 33126. Great location in the center of Miami with easy accessibility, across the Palmetto (826) and Dolphin (836) expressways and nearby the Miami International Airport.
- 4) **MOVE-IN:** **Monday, Aug 23;** Schedule TBA (Only vehicles & big displays)
Tuesday, Aug 24; 8:00 am – 5:00 pm
Wednesday, Aug 25; 7:30 am – 9:30 am
EXHIBITS: **Wednesday, Aug 25;** 10:00 am – 5:00 pm
Thursday, Aug 26; 10:00 am – 4:00 pm
MOVE-OUT: **Thursday, Aug 26;** 4:00 pm – 7:00 pm (Including trucks & big displays)
- 5) **ACCESS & LOADING AREAS** ([See Map](#)):
 - 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 unload from the general parking area through the main entrance of the West Hall (follow the red lane on the Map).
- 6) **PARKING:** Extensive parking in front of the Convention Center area (north lot) at \$5 per day (follow the red lane). You may leave your non-displaying transport vehicle(s) there during the Expo, but they need to be parked at the back of the lot.
- 7) **UNION FRIENDLY:** MACC is a union-friendly facility. Exhibitors may unload at the dock area or from the general parking area to the main entrance of the Convention Center (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!***
- 8) **HOTEL:** The host Hotel **Doubletree by Hilton** (same building complex) is near to be sold out. Special event rate is **\$145** (single/double). **Book your room(s) NOW [via this link](#) (extra specials at hand)** or call the Hotel (305) 261-3800 (Mention The Water Expo or The Energy Expo). **Book before [July 22, 2021](#) (cut-off) **WARNING!!! Do not use ANY housing companies... It may be a scam!****
- 9) **BOOTH NUMBER # & LOCATION:** To confirm your booth number and location [click here](#)
- 10) **PROGRAM SCHEDULE:** Great educational sessions at hand for your staff. Program will be posted. Exhibitors can attend any session at any show. **NEW:** One educational track on site will run pre-recorded educational sessions. This track will also be released at the same time **via zoom** to make it accessible to registered attendees *that were unable to travel for any reason*.
- 11) **EXHIBITOR BADGES** will be given **on-site** during move-in. Follow [this link](#) to request and write in staff name(s) with contact info. Use access code **EXH2021** (uppercase required).

- 12) **FREE REGISTRATION for GUESTS:** Exhibitors have the right to invite Customers/Prospects to the Expo **for FREE**. The Guest registration will provide a VIP Full Conference & Expo Badge (a \$200 value). Guest registrations will be exclusively online and valid **UNTIL THE SHOW OPENS**. Just forward them your exclusive link (provided by email) and ask them to register. **You may invite guests until your quota onsite is met: 10** guests per 10x10 & 10x20; **20** per larger booths.
- 13) **TRANSLATORS & TEMP. STAFF:** The Water Expo is a **multicultural event**. We **STRONGLY SUGGEST having someone who can communicate in Spanish in your staff. It makes a big difference!!!!** If you need to hire bilingual staff for your booth, use the [EOC form](#) or call **(305) 442-6000**. EOC may also provide other staffing services upon request.
- 14) **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.
- 15) **ELECTRICITY:** Standard electricity (120 v, 5 amps) is an option, and you should have included when you booked your booth. If you **DID NOT include it** and want to order now [click here](#) (discounted deadline is **Aug 23**). **Note:** Bring your own extensions and/or power strips to save. For **non-standard** electrical requests (beyond 120V / 5 amps) use EDLEN's electrical forms to order: Paragraph 18.
- 16) **EXPO CONVENTION CONTRACTORS:** If you need **carpet, booth furnishings, labor, shipping, pre-storage services, material handling** and almost everything else... **order from EXPO Convention Contractors** our official decorator/contractor. Use [EXPO Convention Manual](#) provided. For assistance **call (305) 751-1234** or email info@expocci.com. **Note:** Order by **Aug. 10** for discounted rates. **Note you may request EXPO CONVENTION to place your orders on-line.**
- 17) **VEHICLES TO DISPLAY:** A special schedule will be provided to move-in vehicles in the Hall depending on location on the floor. You **should abide by it** to avoid conflict with the overall set-up process. Show Management **does not assume responsibility** if vehicle exhibitors do not show up in time and cannot access their floor location and exhibit accordingly. Access gate dimensions are **14' wide x 11' 10" high (Make sure your vehicle fits in!)**. Show contractor will guide the vehicle move in/out process and a spotting round-trip charge of \$125 per vehicle will apply. Use [this form](#) for it!
- 18) **WATER, AIR & LIGHT:** Use [EDLEN water/air/light forms](#) to request these services or call them directly **(305) 623-5335**. **Note:** Order by **Aug. 4** for discounted rates.
- 19) **LEAD CAPTURE - Use [this form](#). A MUST to maximize your ROI at the Show.** Effective, affordable, and simple to use. Order by **Aug 11** for discounted rates
- 20) **INSURANCE- You should carry the proper liability insurance to exhibit.** You may provide your Certificate of Insurance (COI) to **Rainprotection**, the official insurance management company for the show, or **purchase at just \$95 from them**. Use [this form](#) and call (800) 528-7975 if any questions.
- 21) **WI-FI** by the Convention Center. Self-serve option to contract on-site following instructions **once you open your browser** (by credit card only). Different services available starting at just **\$12.95 per day**.
- 22) **TERMS AN CONDITIONS:** The Shows will perform following the Terms & Conditions included in [The Water Expo 2021](#) and [The Energy Expo 2021](#) Participation Agreements. Participating in the event means your automatic knowledge, understanding and acceptance of these Terms & Conditions.
- 23) **ASSISTANCE:** Send your questions to mail@TheWaterExpo.com, mail@TheEnergyExpo.com or call **(305) 412-3976**. We are here to assist!

24) CHECK LIST	Go to:	Advanced deadline	Questions?
Hotel	Book here	Cut off is July 22	See # 8 above
Exhibitor Badges	#11 above	N/A	(305) 412-3976
Carpet, Furnishings, Deliveries...	#16 above	Aug 10	(305) 751-1234
Lead Capture	#19 above	Aug 11	(305) 412-3976
Insurance (required)	#20 above	Aug 16	(800) 528-7975
Translators & Temp. Staff	#13 above	Aug 16	(305) 442-6000
WI-FI	#21 above	N/A	Order on-site