

**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 held 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) **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.
- 3) **MOVE-IN:** **Monday, Aug 21st**; Schedule TBA (Only vehicles)
Tuesday, Aug 22nd; 8:30 am – 5:00 pm
Wednesday, Aug 23rd; 7:30 am – 9:30 am
EXHIBITS: **Wednesday, Aug 23rd**; 10:00 am – 5:00 pm (main opening at 8:30 am)
Thursday, Aug 24th; 9:00 am – 3:00 pm
MOVE-OUT: **Thursday, Aug 24th**; 3:00 pm – 7:00 pm (Including trucks & big displays)
- 4) **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 or outside the premises.
 - 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).
- 5) **PARKING:** Extensive parking in front of the Convention Center area (north lot) starting at \$7 per day for regular vehicles (follow the red lane in the [Map](#)). See the [MACC parking rates chart](#), for daytime and overnight parking options **based on the size and weight of the vehicle**. **NOTE:** *The use of the parking area to showcase vehicles, technology, or products at show hours (including during move in time) **is strictly forbidden.***
- 6) **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 their manual included. **Note:** ***Request any show contractor an estimate on any potential order before confirming!***
- 7) **HOTELS:** The host Hotel **Doubletree by Hilton** (same building complex) is almost sold out. Special event rate is **\$149** (single/double) and a cut-off day (**July 21**) applies. More affiliated Hotels will be included. **Book NOW:** For [Water here](#)... For [Energy here](#)... **WARNING!!! Book directly.** Do not use ANY housing companies. Beware of email promotions and approaches by phone; they are unauthorized, not trustable and potentially scammers.
- 8) **COMPANY INFORMATION & BOOTH NUMBER:** For **The Water Expo** [click here](#)... For **The Energy Expo** [click here](#)
- 9) **BOOTH PACKAGES:** **10'x10' (3x3 mts)** includes 8' high back drape, 3' side rails, one 6' draped table, 2 chairs, waste basket, and a 7"x 44" ID sign (with co. name hung from the back of your booth). **10'x20' (3x6 mts) and larger booths** receive two 6' draped tables and 4 chairs. [See diagram.](#)
- 10) **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 **EXH2023** (uppercase required).
- 11) **FREE REGISTRATION for GUESTS:** Invite your GUESTS **for FREE**. Guest registration provides a **3-Day VIP PLUS** badge (a \$250 value) valid to access **both events** including the University Day (Aug 22nd) and the expos (Aug 23rd & 24th). Guest registrations exclusively online **until the show opens**. Use your **company exclusive link** (provided via email from us). Register them directly or

forward the link to them. *Make your GUESTS feel important. They will appreciate it!*

- 12) **EDUCATION:** Great educational sessions for your staff! Exhibitors can attend FREE any session on the University Day (Aug 22nd) and on the expo floor for both shows (Aug. 23 & 24). **Note:** Special courses not included. For **The Water Expo** sessions [click here](#)... for **The Energy Expo** sessions [click here](#). Check regularly for updates. Program schedule will be posted 45 days prior to the show.
- 13) **TRANSLATORS & TEMP. STAFF:** The Water Expo and The Energy Expo are *multicultural events*. 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) **ELECTRICITY:** Standard electricity (120 v, 5 amps) is an option, and you could have included it when you booked your booth. If you **DID NOT include it** and want to order now, for up to **300 sq ft booth** [click here](#)... for **400 sq ft booth and beyond** [click here](#) (discounted deadline is **Aug 9**). **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 19.
- 15) **LEAD CAPTURE - A MUST to maximize your ROI at the Show.** Effective, affordable, and simple to use. The discounted rate is \$195, after **Aug. 11** will be \$275. To order [click here](#)
- 16) **INSURANCE (mandatory) - You MUST carry liability insurance to exhibit.** If you did not purchase when booking for the show you **should now** a) purchase online at just \$115 until **Aug 9** (\$145 after) or b) Provide a Certificate of Insurance (COI) with the **proper verbiage for the show** (deadline to submit **Aug 1st**). Follow [this link](#) to proceed.
- 17) **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. You can order using the [EXPO Convention Manual](#) provided **OR opening an account online** with them (**they will send instructions how to do it**). For assistance call (305) 751-1234 or email info@expocci.com. **Note:** Order by posted **deadlines** for discounted rates.
- 18) **VEHICLES TO DISPLAY:** A special schedule will be provided to move-in vehicles in the Hall on August 21st (Monday), depending on your booth location on the floor. You **should comply** to avoid conflict with the overall set-up process. Show Management **does not assume responsibility** if vehicles do not show up in time and cannot access their spot. Access gate dimensions are **14' wide x 11' 10" high (Make sure your vehicle fits in!)**. The show contractor will guide the vehicle move in/out process and a spotting round-trip charge will apply. Submit [this form](#) by **Aug 4th**.
- 19) **WATER, AIR & LIGHT:** Use [EDLEN website](#) to order online. You can also order [via forms](#) to request these services or call them (305) 623-5335. **Note:** Order by **Aug. 2** for discounted rates.
- 20) **TV, LAPTOP & PROJECTORS:** For options and to order [click here](#). Deadline for discounts **Aug.8th**.
- 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 2023](#) and [The Energy Expo 2023](#) 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 or (305) 412-0000. We are here to assist!

24) CHECK LIST	Go to:	Advanced deadline	Questions?
Hotel	Book now	Cut off dates apply	See # 7 above
Exhibitor Badges	#10 above	N/A	(305) 412-3976
Carpet, Furnishings, Deliveries...	#17 above	Aug 4	(305) 751-1234
Lead Capture	#15 above	Aug 11	(305) 412-3976
Insurance (mandatory)	#16 above	Aug 9	(305) 412-3976
Translators & Temp. Staff	#13 above	limited availability	(305) 442-6000
WI-FI	#21 above	N/A	Order on-site