

GENERAL SHOW INFORMATION

Save Time, Save Money

TIME

1. Order your Exhibitor Badge(s) at www.ubmexhibitor.com. Print your barcode confirmation email(s). Once at show site, you can go straight to Badge Printing Station located at Registration to print your badge.
2. Design your exhibit as light and easy to assemble/dismantle as possible. Freight (shipping to convention center) and drayage (loading docks to exhibit booth) are based on weight. Exhibits that are lightweight and easy to assemble are guaranteed to save you both time and money.
3. If your booth does not meet the Booth Display Rules & Regulations, you must receive approval from Show Management for a variance. Avoid the addition costs and stress of having to make modification to your booth on-site. Submit forms early so they can be reviewed by Show Management and in some cases approved by the Fire Marshall.
4. Ship in advance to the GES warehouse whenever possible. Ship prepaid and keep a copy of the bill of lading and the shipper's reference number for every shipment. If you must ship directly to show site, time the delivery to arrive when your company representative will be present.

MONEY

1. Use the Exhibitor Action Checklist and place service orders before the Advanced Order deadlines. Orders placed after this deadline and on-site are typically more expensive and take time to fulfill. Mark your calendar a week before the deadline to give yourself plenty of time to order!
2. Cancel all unneeded hotel rooms 72 hours before to avoid cancellation penalties.
3. Bring a box of office and shipping supplies with you to the show. Items like pens, paper, tape, scissors, envelopes, etc can be expensive and hard to find on show-site.
4. Check all show invoices while at the show. Although contractors are approved vendors and are very careful, be sure to double check the detailed charges. Immediately bring discrepancies or questions to the attention of the vender. It is almost always easier to resolve a problem on-site in person than it is after the show.
5. Shrink wrap items onto a skid to avoid any special handling charges.
6. Confirm that your carrier will guarantee on-time delivery, and be sure to have their phone number and shipment reference information handy. If your carrier does not check in during the assigned date/time as indicated on the target freight maps, you will incur a 25% "off-target" surcharge to your drayage costs.
7. Consolidate shipments. The minimum shipment weight is 200lbs. Save money by shipping all items at once rather than having multiple smaller shipments.

STRESS

1. Be PREPARED. Mark your calendar at least a week before each deadline.
2. Keep good records of all orders placed and transactions. Make copies of any emails you send/receive. Take all notes, records and shipping information with you to show-site.
3. Be sure to double, triple check that your booth meets the Booth Display Rules & Regulations. It is much easier and cost effective to fix a booth display issue before the show than on-show site.
4. NEVER leave your valuables (wallet, laptops, purses, etc) unattended in your booth. Before going back to your hotel each night, cover the exhibit or put items out of sight. Use yellow caution tape, sheets, opaque plastic, and tarps..
5. Ask questions, get answers. Show Management, GES, Mandalay Bay and Travel Planners are all approved vendors are prepared to answer your questions and assist you in having a successful show.
6. Coordinate your return shipment in advance. Make sure someone from your company is on-site to oversee the outbound shipment of your display and product. Someone from your company should be with your display and product at all times, do not leave items unattended. Neither UBM nor GES is liable for the loss of unattended product. If you need to leave before your product is picked up by GES, you may order security using the form in this kit or while onsite.