

# OFFPRICE Key Contacts

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## Exhibitor Information/Exhibit Sales

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David Lapidos	Executive Vice President
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Melissa Witnik	Sales & Operations Coordinator
Email:	mwitnik@offpriceshow.com
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## Buyer/Marketing Information

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Angel Kamine	Buyer Relations Manager
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Katy Albrecht	Buyer Relations Coordinator
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## Operations

Tricia Barglof	US Operations Director
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Melissa Witnik	Sales & Operations Coordinator
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## Registration/Housing

Erin Dandridge	Registration & Housing Manager
Email:	edandridge@offpriceshow.com
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## Accounting

Deb Reynolds	Accounting Manager
Email:	dreynolds@offpriceshow.com
Telephone:	262-754-6919
Joyce Crisp	Accounts Receivable Clerk
Email:	jcrisp@offpriceshow.com
Telephone:	262-754-6924

## Official General Contractor

GES Exposition Services	
Telephone:	800-475-2098
www.ges.com	

## Tradeshow Venue

Sands Expo & Convention Center	
Telephone:	702-733-5070
www.sandsexpo.com	

## **Payment Policy**

No one will be allowed to set up their booth unless they are paid in full. For payment of booth space, hotels, equipment rentals and sponsorships we accept company check, cashiers check, money order or credit card (plus a 3% surcharge).

**OFFPRICE Show**  
**175 N. Patrick Blvd, Ste. 180**  
**Brookfield, WI 53045**  
**Telephone: 262-782-1600**  
**Fax: 262-782-1601**  
**www.offpriceshow.com**

# OFFPRICE Important Deadlines

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## **SHOW DEADLINES**

**Exhibitors are strongly** encouraged to place service and equipment rental orders **early**. By ordering **before the published deadlines** you will **save as much as 50%** in some instances, versus after the deadline or on-site.

**This list represents most major deadlines and order forms required.**

We recommend reading the entire manual to be sure you are on track. Note that forms for GES and Sands Expo & Convention Center can be completed on-line. Visit [www.ges.com](http://www.ges.com) and [www.sandsexpo.com](http://www.sandsexpo.com).

### **July 6th**

- GES will start to accept freight at the warehouse

### **July 15th**

- Final hotel payment due
- On-line Booth ID & Directory Listing Form should be completed on-line
- Artwork for advertisements in the Directory are due

### **July 21st**

- GES discount deadline for orders received with payment

### **July 23rd**

- Specialized Event Services (SES) discount deadline for orders received with payment

### **August 5th**

- To avoid additional charges, your freight must arrive at the GES warehouse

### **August 9th**

- On-Line Exhibitor Badge Registration should be completed
- Equipment Rental form should be completed

# OFFPRICE Show Policies & Procedures

## SHOW SCHEDULE - Hall G

### Set-up Dates and Hours

Thursday	August 11	8:00am - 6:00pm
Friday	August 12	8:00am - 6:00pm

### Show Dates and Hours

Saturday	August 13	8:00am - 6:00pm
Sunday	August 14	8:00am - 6:00pm
Monday	August 15	8:00am - 6:00pm
Tuesday	August 16	8:00am - 3:00pm

### Move-Out Schedule

Tuesday	August 16	3:01pm - 10:00pm
Wednesday	August 17	8:00am - 12:00pm

## SHOW SCHEDULE - Cash & Carry

### Set-up Dates and Hours

Thursday	August 11	1:00pm - 6:00pm
Friday	August 12	8:00am - 6:00pm

### Show Dates and Hours

Saturday	August 13	10:00am - 7:00pm
Sunday	August 14	10:00am - 7:00pm
Monday	August 15	10:00am - 7:00pm
Tuesday	August 16	10:00am - 3:00pm

### Move-Out Schedule

Tuesday	August 16	3:01pm - 10:00pm
Wednesday	August 17	8:00am - 12:00pm

## DECORATION RULES

### Booth Package

An exhibitor's booth package includes the following: Pipe and drape (8' high), unlimited drayage, base electrical service (500w drop per **2 booths**), booth ID sign, wastebasket, Show Directory listing, promotional material and exhibitor badges.

### Display Height

Your booth may be as high as 12' off the ground-including hanging signs. If you build your booth higher than 12', Show Management may ask you to lower it to their legal height restrictions. Anything to be displayed above 12' must be coordinated through Show Management.

Please keep displays clear of all air vents and duct work. You are not permitted to hang anything from the ceiling.

### Pipe and Drape

No hanging of any display materials on the pipe and drape.

No pinning of samples to the drape.

Do not attach zip strips to the pipe and drape. By attaching the strips to the pipe and drape, you may cause your booth to collapse.

## ELECTRICAL

All space rentals include basic electrical service, (1) 500 watts (5 amp) drop per 2 booths. There is a tag on your electrical drop that states how much power you have been given. Any electrical power that is plugged into your socket above what the electrical tag states will be considered "overloaded" and your electrical fuse will be blown. Electrical outlets that are overloaded will be reset **one time**. If the electrical drop needs to be reset a second time, a (1) hour labor charge will be incurred. You will find more information and an order form in the *Specialized Event Services* booklet.

**Please Note:** A steamer or iron requires 20 amps (2000 watts) to operate. If you plug one of these into your 5 amp (500 watts) electrical outlet, you will blow your fuse. Also, please pay special attention to the amount of watts that your spotlights are using. Typically, you would be able to use (2) lights for your average 500w (5 amp) electrical drop.

# OFFPRICE Show Policies & Procedures

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## **SECURITY**

Show security will be on duty 24 hours a day from move-in to move-out. Exhibitors are required to wear badges at all times as these will be checked upon entry to the Convention Center. However, show security cannot and should not be counted on to provide more than a presence to inhibit theft. The show hereby gives formal notice to exhibitors that the show and its management, its agents and its official vendors neither offer nor accept responsibility for exhibitors' property of any kind. The OFFPRICE Show recommends the following measure that exhibitors may wish to take to further safeguard their property:

1. Never leave laptops or valuable merchandise unattended in the booth. Be especially careful during move-in and move-out periods.
2. Be sure that boxes and cartons cannot be mistaken for trash. Place trash bins in the aisles at the close of each show day.
3. Drape sheets over your entire booth and clamp edges to the side of booth.
4. Rent two or three extra grids and padlock the grids across the front of your booth.
5. Lock Boxes are available to rent from GES.
6. Hire the services of a guard to provide exclusive presence in your booth overnight. Contact show organizer for details of approved security services that are available.
7. During the move-out of the show, it is important for your boxes that are ready to ship to be clearly marked with your company name and booth number so that they do not get misplaced, cannot be mistaken for trash, or mistaken for another exhibitor's freight. The OFFPRICE Show strongly recommends that no matter the number of boxes that you have to ship, that you palletize and shrink-wrap them so that they are less likely to be stolen or misplaced.

**Please note:** Show Management and its service providers are not responsible for lost or stolen items. To ensure complete security of your important property (i.e. small-size samples, high-end samples, laptop computers) take them to your hotel room nightly.

## **FLOORPLAN**

To view the most up-to-date floor plan, please visit our website at [www.offpriceshow.com](http://www.offpriceshow.com), click on the Exhibitor tab and select Exhibitor Floor Plan.

## **FOOD AND BEVERAGE SERVICE**

The Sands Expo will be providing all food and beverage during the course of the show. No outside food or beverage will be permitted on the exhibit floor. Any food and beverage (including bottled water and soda) brought in from outside of the Sands Expo will be assessed a corkage fee. Exhibitors may distribute sample food (i.e. non-prepackaged food items) only upon written authorization by the Sands.

## **SIGNAGE**

All signs that are above the booths must fulfill the following criteria:

- All signage approvals are conditional and if, in Show Management's opinion, the sign interferes with HVAC, lighting or overall appearance, the exhibitor may be asked to either move or remove the sign at the exhibitor's own expense.
- Any signs that require rigging or hanging from the ceiling must use GES Expositions to hang them.
- All signs that are hung by GES Expositions are subject to union and GES rates. You may personally hang a sign or banner within your booth space up to 12'.
- Any signs or banners along the back wall of your booth may only be single-sided. No company information, logo or other text will be permitted on the back side of your banner that overlooks the neighboring exhibitor behind you.

## **OVERTIME**

Labor overtime rates will apply for any work done by GES laborers **after 5:00pm** or on **weekends**.

# **OFFPRICE** Show Policies & Procedures

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## **INDEPENDENT CONTRACTORS**

If an exhibitor appoints a company other than GES (Global Experience Specialists) to install and dismantle their exhibit, they should read Exhibitor Appointed Contractors (EACs) and Third Parties.

It is advisable for independent contractors to read the exhibitor manual fully. If you would like an additional copy please contact show management.

## **INSURANCE**

Any exhibitor who is using an outside display company must supply a Certificate of Insurance naming the OFFPRICE Show, Global Experience Specialists and the Sands Expo and Convention Center as additional insured. All certificates must be on file 30 days prior to the show.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the show.

## **OTHER SHOW POLICIES**

All Exhibitors must wear the OFFPRICE Show name badge at all times during set-up, show hours and teardown. No one will be allowed onto the Show Floor without a badge, for any reason.

Exhibitors will be able to bring samples in and out of the Show before the show opens each morning and after the show closes each evening. No samples will be allowed to leave the Show Floor during show hours for security purposes.

The sale of merchandise is limited to the Exhibitor only. No Guests or Buyers may solicit sales or display samples on the premises. Samples are only allowed inside the confines of your booth.

All booths must be set up within their designated area only. If a booth display is placed in the aisle, it will be corrected at the sole cost of the exhibitor.

All Exhibitors are limited to conducting business within their assigned location.

Absolutely NO SMOKING in the Sands Expo & Convention Center at any time.

No boxes, crates or rolling sample cases will be allowed in or behind booths during the show. These may be brought into the booths after show hours on the last day.

Booths must be manned with at least one person from 8:00am - 6:00pm daily in Hall G and 10:00am - 7:00pm in the Cash & Carry section.

No unauthorized sub-leasing will be allowed.

All requests for combining space must be done in writing with potential vendor's name, address and phone number. You may share space with another exhibitor ONLY with written approval from Show Management.

Use of two wheeled motorized vehicles are prohibited. Operators without reported disability are prohibited from using hover boards, Segway scooters or any two wheeled motorized vehicle in the Sands Expo & Convention Center public areas, including, but not limited to the tradeshow floor.

# OFFPRICE Exhibitor Badges, Equipment Rental & Lunch Tickets

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## **BADGES AND PASSES POLICY**

For security reasons, all persons working at or visiting the OFFPRICE Show will require a badge to enter the Convention Center at all times.

### ***Exhibitor Badges***

To avoid delays on-site, exhibitors should apply for their badges online in advance at <https://www.cteusa.com/tops19e/login.reg>. Proceed to enter your Username and Password, which you will receive by email (to the contact shown on your booth contract). If you did not receive this information, please contact Erin Dandridge at (262) 754-6916, [edandridge@offpriceshow.com](mailto:edandridge@offpriceshow.com). Once logged in, you will be able to register for badges.

Advanced Exhibitor badge registration is due by **Tuesday, August 9, 2016**.

**Please Note:** There is a 5 Badge Limit per 100 sq. ft. of booth space. If you need additional badges, you must contact Erin Dandridge for approval.

### ***Visitor Badges***

Show visitor badges will identify all buyers and guests and will be valid only during show open times.

Visitors may register on-line at [www.offpriceshow.com](http://www.offpriceshow.com). Click on Register Now button in the upper right hand corner.

## **EQUIPMENT RENTAL**

Equipment can now be rented on-line! Please proceed to <https://www.cteusa.com/tops19e/login.reg> and enter your Username and Password (emailed to the contact shown on your booth contract). If you did not receive this information, please contact Erin Dandridge at (262) 754-6916, [edandridge@offpriceshow.com](mailto:edandridge@offpriceshow.com).

You will need to enter your credit card information in order to reserve your equipment for the show. Available equipment includes: 5' Chrome Rolling Rack, Chrome Waterfalls, Chrome U Bars, Chrome Curved Grid Bars.

The deadline to order your equipment is **5:00pm CST, August 9th**. If you have any questions regarding the equipment, or you would like a paper order form, please contact Pam Dillon at (262) 754-6927.

## **LUNCH TICKETS**

Lunch Tickets will be available for purchase on-line when you register for your Exhibitor Badges and reserve your Booth Equipment. Please proceed to <https://www.cteusa.com/tops19e/login.reg> and enter your Username and Password (emailed to the contact shown on your booth contract). If you did not receive this information, please contact Erin Dandridge at (262) 754-6916.

The cost is \$6 per Lunch Ticket. You will need to enter your credit card information in order to purchase your Lunch Tickets and you will receive a receipt of your purchase upon check out. Your purchased Lunch Tickets will be available for pick-up at the Registration Desk on-site at the Show.

## **HOUSING INFORMATION**

All exhibitors must fill out the Housing Agreement in the Exhibitor Registration and Housing Portal, <https://www.cteusa.com/tops19e/login.reg> before your booth is confirmed. We are asking that all exhibitors book a room at the Venetian/Palazzo for a minimum of four nights. Please contact Erin Dandridge with any questions regarding the new hotel policy at 262-754-6916 or [edandridge@offpriceshow.com](mailto:edandridge@offpriceshow.com).

You will be able to manage your Venetian/Palazzo hotel room reservations online at <https://www.cteusa.com/tops19e/login.reg>, should you need to make any changes or updates.

## **CAR RENTAL DISCOUNTS**

### **AVIS RENT-A-CAR**

Avis Rent-a-Car has special rates for our show. Reservations can be made by calling 800-331-1600 and mentioning the code AWD# **D005613** or book online at [www.avis.com](http://www.avis.com)

# OFFPRICE Booth ID, Directory Listing & Category Wall Form

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Dear Exhibitor,

As part of our commitment to ensuring an accurate show directory for our attendees we have created an online Show Directory Entry Form to enable you to control the accuracy of your show directory listing.

This easy-to-use online program will enable you to enter/edit your company's profile in a timely manner - and with no paper trail!

How do you access your online directory listing? **You will receive a booth confirmation email with full instructions on how to complete your show directory listing.** Some of the features that are included in your directory listing are:

- Company Contact Details
- Product Categories (10 category maximum) to be featured online and in the show directory
- Company Description (the description will only be shown online; it will not be printed in the directory booklet at the show)
- You can continue to make changes up until the deadline date, **Friday, July 15, 2016**

If you have any questions on how to fill out the online Show Directory Entry Form or have not yet received an email with instructions, please contact Erin Dandridge at (262) 754-6916 or [edandridge@offpriceshow.com](mailto:edandridge@offpriceshow.com).

Best regards,

The OFFPRICE Show Staff