



GENERAL INFORMATION

We are excited to have you as an exhibitor at Solar Power International 2016! The Exhibitor Service Kit is designed to be your one-stop-shop for information about your booth. When designing your booth, please make sure to read the **Exhibitor Rules and Regulations**, as this document was drastically updated this year. Also, make sure to read the monthly **SPI Insider** and **Solar Current** newsletters to stay up-to-date on show announcements and new exhibitor services.

Solar Power International partners with multiple vendors to offer you everything you need to have a successful show. All services and/or furnishings should be ordered in advance to save you money and ensure a timely move-in. Use the **Show Management Important Dates and Deadlines** and **GES Important Dates and Deadlines Checklist** documents to keep track of important due dates.

GES, your General Service Contractor, is ready to serve your every need and answer any questions related to your booth. **Solar Energy Trade Shows, your event producer**, is also here to provide support and ensure you have a successful exhibit experience. Please do not hesitate to contact us.

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Contact Information

GES: (800) 801-7648

International: (702) 515-5970

Monday - Friday 6:00 am - 5:00 pm pacific

Show Management: exhibitorservices@sets.solar

Location

Las Vegas Convention Center - North Hall

3150 Paradise Rd, Las Vegas, NV 89109

Westgate Las Vegas Resort & Casino – Paradise Event Center

3000 Paradise Rd, Las Vegas, NV 89109

***Note: Some rules and regulations are different for the Westgate. Please pay special attention to items in “bold red” in the Exhibitor Rules and Regulations document. Also, note there is a separate Additional Show Services and Forms tab, specific to the Westgate.**

Specific questions regarding both facilities' exhibit halls, freight docks, and freight doors should be directed to GES.

Move-in

Please refer to the **Targeted Inbound Floorplan** under the Shipping, Drayage, and Material Handling tab to find out exactly when you are able to move in. **Note: There are inbound and outbound floorplans, specific to the Westgate in the service kit.**

Move-in Hours for the Las Vegas Convention Center – North Hall

- Friday, September 9, 8:00 am – 5:00 pm
- Saturday, September 10, 8:00 am – 5:00 pm
- Sunday, September 11, 8:00 am – 5:00 pm
- Monday, September 12, 8:00 am – 5:00 pm

Move-in Hours for the Westgate – Paradise Event Center

- Saturday, September 10, 8:00 am – 5:00 pm
- Sunday, September 11, 8:00 am – 5:00 pm
- Monday, September 12, 8:00 am – 5:00 pm

If you would like to change your move-in or move-out target, you must submit the [Target Variance Request](#). If you do not follow your targeted move-in, you may incur variance charges.

Any exhibitor requiring earlier or later entry must obtain written permission from Show Management the day prior. Due to union rules, additional labor charges may apply.

All exhibits must be set and all empty crates must be removed by 5:00 pm on Monday, September 12.

After this time, Show Management reserves the right to use any empty space in a way that will complement the overall appearance of the show. Exhibitors may lose their right to exhibit if they do not adhere to this schedule.

Only official contractors, exhibitor appointed contractors (EACs), and exhibiting company personnel are permitted in the Exhibit Hall during move-in and move-out. No one under the age of 18 is permitted on the show floor at any point during the show. All of the above persons **must wear a wristband** at all times during move-in and move-out, which they will receive from security. All exhibitor appointed contractors (EACs) must be submitted to General Service Contractor via the **Notice of Intent form and Insurance** under the Exhibitor Appointed Contractors tab in the service kit.

Exhibit Hall Hours

Exhibit staff may enter the hall at 8:00 am each morning to set up their booth but only those who are wearing an **Exhibitor Booth Personnel or Exhibitor Full Conference badge** will be permitted early access to the hall. All other attendee types will not be permitted to enter the hall until it officially opens.

Exhibits must be staffed during the following exhibit hall hours:

- Tuesday, September 13
 - Westgate, 9:00 am – 6:00 pm
 - North Hall, 10:00 am – 6:00 pm
 - Exhibit Hall Happy Hour, 5:00 pm – 6:00 pm
 - After-Hours Parties, 6:00 pm – 8:00 pm (Pre-approval required – see Catering below)
- Wednesday, September 14, 10:00 am – 6:00 pm
- Thursday, September 15, 10:00 am – 4:00 pm

For your planning purposes, the Opening General Session, followed by the Opening Networking Reception, will start at 5:00 pm on Monday, September 12; however, the Exhibit Hall will not open until Tuesday, September 13. General Session is open to all attendees. The Opening Networking Reception is included in Full Conference registration or you may purchase tickets.

Move-out

Exhibitors may not begin dismantling any portion of their booth before 4:00 pm on Thursday, September 15. All boxes/cartons are to remain out of sight until the Exhibit Hall is closed. Exhibitors may lose their right to exhibit at Solar Power International 2017 if they do not adhere to this schedule. This policy is in place as a courtesy to other exhibitors and attendees who will be conducting business in the exhibit hall until the close of the show.

Please refer to the **Targeted Outbound Floorplan** under the Shipping, Drayage, and Material Handling tab to find out exactly when you are able to move out. **Note: There are inbound and outbound floorplans, specific to the Westgate in the service kit.**

Move-out Hours for the Las Vegas Convention Center – North Hall

- Thursday, September 15, 4:00 pm – 10:00 pm
- Friday, September 16, 8:00 am – 5:00 pm
- Saturday, September 17, 8:00 am – 12:00 pm
 - Carriers must be checked by 7:00 am
 - Bills of Lading must be turned in by 11:00 am
 - Exhibitors must be moved out by 12:00 pm

Move-out Hours for the Westgate – Paradise Event Center

- Thursday, September 15, 4:00 pm – 10:00 pm
 - Carriers must be checked by 8:00 pm and Bills of Lading must be turned in by 9:00 pm
 - Exhibitors must be moved out by 10:00 pm

Empty crates and containers will be delivered starting approximately 90 minutes after the close of the exhibit hall, after aisle carpet has been removed.

Displays must be completely packed and ready to ship before your carrier or vehicle will be allowed to access the loading docks.

To avoid any damage to, or loss of, your equipment, please remain with your exhibit until crates are returned, materials are packed, and your shipment has been picked up. **You, as the exhibitor, assume all risk and damage due to loss of equipment and items left unattended.**

Carpet and Drape

Floor covering in your booth is mandatory but not provided with your booth purchase. If you are not providing your own floor covering, you must rent it from GES, which you can do via the Exhibitor Service Kit.

Note: If you are exhibiting in the Westgate Paradise Event Center, carpet is not required, because the space already has carpet. [Click here](#) to view a photo of the carpet. You are welcome to order different carpet.

Linear Booths have 8 ft. (2.44m) white back-drape and 3 ft. (0.91m) white side-drape. You may order a different color drape via the Exhibitor Service Kit.

Labor and Union Regulations

Each city has different union regulations and labor laws. For details, please refer to the **Show Site Work Rules** page under the Regulations and Guidelines tab in the Exhibitor Service Kit or contact the General Service Contractor.

Liability and Insurance

SPI requires exhibitors to obtain their own insurance. Please see the **Exhibitor Liability Insurance Requirements and Sample** under the Show Information tab in the Exhibitor Service Kit. You must submit a copy of your insurance policy via the [Exhibitor Liability Insurance Form](#). If your firm does not currently carry the required insurance, you can find an insurance option in the requirements document. Note: This insurance option is included solely as a convenience and is not an endorsement for ShowGuard.

Solar Power International, the Las Vegas Convention Center, the Westgate Las Vegas Resort & Casino, Solar Energy Industries Association (SEIA), SEPA, Solar Energy Trade Shows (SETS), all conference hotels, the General Service Contractor (GES), and their agents or employees shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employees or representatives. Further, SPI will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor, and the exhibitor shall indemnify and hold harmless SPI from all liability which might ensue from any cause whatsoever. If the exhibitor's materials fail to arrive, the exhibitor is nevertheless responsible for all amounts due. The exhibitor understands that none of the organizations or sponsors maintain insurance covering the exhibitor's property, and it is the sole responsibility of the exhibitor to obtain such insurance.

Additional insurance and/or fire information may be necessary for certain booth sizes or equipment. For details, please refer to the **Exhibitor Rules and Regulations** document under the Show Information tab and the information under the **Regulations and Guidelines tab** in the Exhibitor Service Kit.

Security

Security guards will be stationed at the exhibit hall entrances and selected docks, during non-show hours, beginning with move-in. All reasonable precautions will be taken to protect your equipment and displays during installation, show hours, and dismantling. Show Management, the General Service Contractor, and the exhibit facility management are not responsible for the safety of property from theft, damage by fire, accident, or other causes. All property of the exhibitor is understood to be under exhibitor control in transit to, from, and/or within the exhibit hall. If you wish to arrange for security within your booth, you can do so by filling out the **Security Order Form** under the Additional Show Services and Forms tab in the Exhibitor Service Kit.

Shipping/Freight

Be sure that your onsite staff have copies of all **Bills of Lading (BOLs)**, which can be found under the Shipping, Drayage and Material Handling tab in the Exhibitor Service Kit. It is very difficult to trace a shipment without proper references. SPI encourages exhibitors to use GES - the preferred show carrier. GES offers a **10% discount on drayage fees** for exhibitors that utilize their shipping services.

SPI also recommends exhibitors use of the Advanced Warehouse for your freight, especially if you are shipping internationally, as this allows a larger buffer in case any of your items are delayed in customs.

When filling out your shipping labels, please remember to put "LVCC North Hall" or "Westgate" in front of your booth number, to avoid any miss-delivered freight.

Catering

We encourage you to order catering as an additional draw to your booth. You can do so by filling out the appropriate **Catering Order Form**, which you can find, along with the catering menus, under the Additional Show Services and Forms tab in the Exhibitor Service Kit.

Las Vegas Convention Center - North Hall: Aramark Catering (Menu and Order Form in the service kit)

Westgate - Paradise Event Center: Westgate Catering

Contact: Christopher Duperre

Email: Christopher.Duperre@wgresorts.com

Phone: 702-732-5624

In-booth Hospitality Events and After-hours Parties: Exhibitors are welcome to host receptions in their booths on Wednesday, September 14 from 6:00 pm – 8:00 pm only. If you would like to host an After-hours Party, you must notify SPI Show Management in advance. Please fill out the [After-hours Party Form](#) under the Additional Show Services and Forms tab in the Exhibitor Service Kit.

Exhibitor Dashboard

Map Your Show (MYS) is our official floorplan and exhibitor search tool provider. Please log into the Exhibitor Dashboard to update your profile, as this information is already public to attendees and will be published in the onsite guide and mobile app.

For details, visit the [Exhibitor Dashboard](#).

If you have questions, contact Map Your Show via email at help@mapyourshow.com or by phone (Toll Free) 888-527-8823 (International) 513-527-8823, Monday – Friday, 6:00 am - 1:30 pm pacific.

Housing

Orchid Event Solutions is our official housing provider. Booking within the housing block will provide the best rates at conference hotels. We encourage you to book early to secure your preferred hotel. Please be advised that Orchid Event Solutions is the ONLY housing company authorized to use the Solar Power International name and/or logo and it is the only company allowed to represent itself as a Solar Power International housing partner. If any other company contacts you regarding SPI housing, please immediately notify Katie McLaughlin at katie@orchideventsolutions.com.

For details, visit the [Housing page](#) on the SPI website.

Please be aware that companies other than Orchid Event Solutions may solicit you and imply or indicate an affiliation with SPI, claiming to have hotel rooms available at supposedly significant discounts, some even at the same hotels in our official block. Typically, this is untrue, as SPI-designated hotels have guaranteed that SPI rates are the lowest rates being offered over our meeting dates. Unfortunately, in the past some exhibitors and attendees have fallen prey to these companies and have either lost significant deposits or have not received the hotel rooms they originally booked. Only Orchid Event Solutions can guarantee the best rates for housing at SPI, and safe transactions. These companies are NOT affiliated with SPI in any way and therefore you put yourself at financial risk if you provide them your credit card information. They often have hidden costs, charge your credit card in full at the time of reservation, and may not provide the hotel reservations promised. Reservations made through any agency other than Orchid Event Solutions will be at your own risk.

Contact Orchid Customer Service via email at help@orchideventsolutions.com or by phone (Toll Free) 888-665-1373 (International) 801-505-5262, Monday – Friday, 6:00 am – 5:00 pm pacific.

Registration

Convention Data Services (CDS) is our official registration provider. Even though you booked your booth, you still need to register the individuals who will be attending the event. Each booth includes complimentary customer passes. You can redeem these passes through the registration portal.

For details, visit the [Registration page](#) on the SPI website.

If you have questions, contact Convention Data Services via email at SPI@xpressreg.net or by phone (Toll Free) 800-748-4736 (International) 508-743-8522, Monday – Friday, 6:00 am – 2:00 pm pacific.

Greening Tips

Solar Power International is committed to environmental stewardship in all facets of our event planning. Our commitment to waste reduction, recycling, and the use of environmentally friendly products and renewable resources is at the forefront of thought when planning and executing projects related to our event.

Exhibitors are encouraged to proactively participate and support our commitment by following these best practices suggestions.

Exhibitor Display/On-site

- Develop reusable rather than disposable booth displays, or rent a modular display from the General Service Contractor.
- Design booths with environmentally responsible materials and incorporate indoor air quality principles.
- Use energy efficient lighting.
- Turn off lights and electronic equipment when not in use.
- Make use of recycling facilities provided by at the convention center.

Promotional Materials

- Minimize paper handouts and use double-sided printing.
- Choose certified chlorine-free paper (PCF coded) which meets the EPA standards for post-consumer waste recycled content and comes from Forest Stewardship Council (FSC) certified forests.
- Use vegetable or soy-based inks.
- Avoid printing dates on materials so reuse them.
- Bring only what you need. Either ship or recycle leftover collateral, or print copies only “as needed” on-site.
- Give attendees the option of receiving exhibitor information electronically by offering USB flash drives or provide online downloads.
- Use electronic card scans for capturing attendees’ profiles.

Giveaways

- Consider reusable items or items made from recycled or biodegradable materials.
- Try and use recycled products that are not a threat to endangered species.
- Avoid over-packaging. Bring only what you need.
- Order items in bulk to reduce packaging and shipping. Either ship or recycle leftovers.
- Packing and Freight
- Use reusable packaging materials (wood or recycled plastic crates) for transporting your booth structure and supplies.
- Use recyclable, biodegradable shipping and packing materials.
- Participate in recycling cardboard, freight boxes, and plastic wrappings during set-up and teardown.
- Minimize packaging materials.
- Reduce the environmental impact of transportation costs by having collateral printed locally in the event area, or have your printer contact carbonfund.org to offset carbon emissions from shipping.

EPA’s Greening Your Meeting Guidelines: <http://www.epa.gov/epp/pubs/meet/greenmeetings.htm>