

# New Policies and Procedures for MINExpo INTERNATIONAL® 2020



Please review carefully.

## Exhibitor Badges

**BADGES WILL NOT BE MAILED.** Exhibitor badges must be picked up at exhibitor registration, located in either North Hall 2 or South Hall 1 during on-site registration hours. Each person must pick up their own badge.

## Exhibitor Insurance Enforcement

Exhibitors must forward a valid Certificate of Insurance **before June 1, 2020**, to Penny McQuality, Hall-Erickson, Inc., Show Management, Email: [pmcquality@heexpo.com](mailto:pmcquality@heexpo.com), Fax: +1 630 434-1216. This rule will be strictly enforced at MINExpo 2020. See [Exhibitor Insurance Information](#) for details.

## Move-in and Move-out Exhibit Hall Access

Upon arrival at the LVCC, **exhibitor personnel and EAC supervisory personnel** MUST check in DAILY at the EAC/Exhibitor check-in kiosks located at the entrances to the exhibit hall. **A different color wristband will be issued each day.**

### Exhibitors:

Present both a **photo ID AND** some form of **business identification**, i.e. business card, company ID, insurance card to be issued a Move-in/out wristband for access to the hall.

For exhibitor teams showing up together, EACH staff member will be required to present a photo ID and business ID. You will not be allowed to collect wristbands for additional staff members not present.

A different color wristband will be required for each day of move-in. You will need to report to the check-in desk daily. The wristband is no longer required once you have picked up your permanent staff badges in exhibitor registration beginning at 1 p.m. on Friday, September 25.

Badges will be produced at Exhibitor Registration located in N2 of the North Hall and S1 in the South Hall. Badges will be produced on a print-on-demand basis when the individual arrives at exhibitor registration. Bring your registration confirmation containing the barcode to the exhibitor registration desk to receive your exhibitor badge.

### EAC Check-In Procedures:

Exhibitor-Appointed Contractors (companies you hire other than GES to provide labor to set up your booth), MUST check in DAILY at EAC desks located at the entrances to the exhibit hall to receive a wristband. Only EACs who have been [pre-approved](#) by GES, who have submitted a [certificate of insurance](#), and who display a current [ESCA-WIS ID badge](#) will be given a work pass and be allowed access to the MINExpo exhibit halls. **THIS SAME CHECK IN PROCEDURE MUST BE REPEATED BY YOUR EAC EACH DAY AS A DIFFERENT COLOR WRISTBAND WILL BE ISSUED.** Please note: If you need your EAC to provide any service to your booth during show days, you must register them for an exhibitor staff badge. The wristband is prohibited on show days.

The same check-in procedures used during move-in for EACs will also be implemented each day of move-out.

### **Tire Display Rules**

- All tires must be displayed in a safe manner and in way that tires do not fall or roll.
- Tire display must be designed to prevent Attendee from entering the inside of the tire.
- Exhibitors that include vertical-tire displays in the booth must submit your drawings, photos and/or floorplans by May 1, 2020:
  - For files up to 10MB, please email [MINExpo@heexpo.com](mailto:MINExpo@heexpo.com).
  - For files larger than 10MB, please use a file sharing service (i.e. Dropbox, We Transfer, etc.), and email to [MINExpo@heexpo.com](mailto:MINExpo@heexpo.com).

Questions can be directed to [MINExpo@heexpo.com](mailto:MINExpo@heexpo.com).

- Tires displayed in vertical-tired displays must be supported by professionally built stands or cradles capable of supporting and sustaining the entire weight of the tire.
- Specifically built tire stands, ballast or chocks engineered to the tire specifications are acceptable. Exhibitor is required to provide engineering documents if requested by the fire marshal.
- Tying off/rigging to the Convention Center ceiling for support is not permitted.
- Tires without safety precautions acceptable to Show Management must be laid flat (horizontal) or will not be permitted to be displayed in the booth.

### **Exhibitor Move-Out – South Hall 3**

Exhibitors in South Hall 3 must be moved out by 5:00 pm on Friday, October 2.

### **Questions? Contact us!**

Hall-Erickson, Inc.

Tel: +1 800 752-6312 (U.S. and Canada)

+1 630 434-7779 (International)

Fax: +1 630 434-1216

General email: [minexpo@heexpo.com](mailto:minexpo@heexpo.com)