



GENERAL INFORMATION

LOCATION:

Anaheim Convention Center
Hall D
800 W Katella Ave
Anaheim, CA 92802
Phone: [\(714\) 765-8950](tel:(714)765-8950)
Fax: 410-649-7008
Email: TTinker@anaheim.net

ADMITTANCE TO EXHIBIT HALL:

No one will be admitted into the exhibit hall prior to times listed. Anyone needing to work late must complete the **Before/After Hours Work Request Form** provided in the "General Information" section of the Exhibitor Service Manual. Late work may incur additional charges for workers and security. Exhibitors will be allowed in the exhibit hall two hours before the start of Expo! Expo! on Tuesday, 6 December.

Expo! Expo! MANAGEMENT:

12700 Park Central Drive, Suite 308
Dallas, TX 75251
USA
Phone: +1 (972) 458-8002
Fax: +1 (972) 458-8119

- **Michelle Menezes** – *Account Manager, Exhibitions & Sales*
Direct Phone: +1 (972) 687- 9206
Email: mmenezes@iaee.com

- **Rick Jennings, CEM** - *Vice President of Partnership Relations*
Direct Phone: +1(972) 687- 9211
Email: rjennings@iaee.com

- **Scott Craighead, CEM** - *Vice President of Exhibitions & Events*
Direct Phone: +1 (972) 687- 9227
Email: scraighead@iaee.com



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Expo! Expo! 2016 Exhibitor Show Schedule

Exhibitor Move-in	Sunday, 4 Dec *400 sq ft or larger only	1:00 pm - 5:00 pm
	Monday, 5 Dec	8:00 am - 5:00 pm
	Tuesday, 6 Dec	8:00 am - 11:00 am
Expo! Expo! Show Hours	Tuesday, 6 Dec	2:30 pm - 5:00 pm
	Wednesday, 7 Dec	11:00 am - 4:00 pm
Exhibitor Move Out	Wednesday, 7 Dec	4:00 pm - 8:00pm

REGISTRATION AND BADGES:

Registration is located at the **Anaheim Convention Center**.

Expo! Expo! Only Badges: All exhibitors must have an exhibitor badge to gain admittance to the exhibit hall during move-in, the exhibition and move-out.

AIRFARE:

Discounted airfare rates have been established for Expo! Expo! 2016. Toll free numbers and discount identification codes are located in the **Housing & Travel Information** section of the Exhibitor Service Manual and the Travel page online.

BOOTH FURNISHINGS:

The official show decorator, GES, can provide you with special items that you might need for the appearance of your booth. To rent or purchase exhibits or furnishings, see the "Decorator Services" section of the Exhibitor Service Manual.

**Carpet, furnishings and utilities and ARE NOT included.
Carpet is required.**

The standard booth set up includes pipe and drape, signage and a wastebasket. Additional inclusions are listed below. **The exhibitor is responsible for additional needs such as electricity, other utility connections and shipping.**



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PRIZE GIVEAWAYS:

To provide exhibitors with more quality face to face time with attendees, the prize giveaway program does NOT take place on the Expo! Expo! show floor. Exhibitors are responsible for their own booth prize giveaways.

Exhibitors may use their eBooth profile to publicize their giveaways and then notify winners. This will appear on online floor plan and on the show mobile app.

BOOTH CLEANING:

Standard booth cleaning (pre-show) is provided by United Service Companies at no charge. Additional cleaning services are available at a nominal cost.

SHOW COLORS:

Show colors are carpeted in tuxedo (a black and white speckled pattern).

DAMAGE TO THE FACILITY:

All exhibitors are responsible for returning the space they have leased from Expo! Expo! Management to the facility in the same condition they received it. Damage to leased space or surroundings by an exhibitor during move-in, show day or move-out is the responsibility of that exhibitor. Costs to repair damages will be billed to the exhibitor.

EXHIBITOR APPOINTED CONTRACTORS (EAC):

Exhibitors using the services of an Exhibitor Appointed Contractor (EAC) must complete the *Exhibitor Appointed Contractor (EAC) Process* by Wednesday, **30 November 2016**. This process must be completed if you are using a contractor other than an official contractor listed in the Exhibitor Service Manual for installation and dismantling, floral, computers, audio/visual, photography or any other direct service.

EAC's must check in with Security to receive a wristband. Security guards will be at the entrances to the halls to check EACs for a wristband in order to gain access to the exhibit hall.

1. Exhibitor must supply written notice (email or letter) to IAEE by 30 November 2016 of intent to utilize an EAC at Expo! Expo!.
2. The EAC shall provide a Certificate of Insurance naming IAEE, Anaheim Convention Center and GES (GSC) as the Additional Insured. Certificate of Insurance must be submitted (email is acceptable) by **Wednesday, 30 November 2016** to: Michelle Menezes mmenezes@iaee.com

Or by mail:

IAEE

Attn: Exhibits

12700 Park Central Drive, Suite 308

Dallas, TX 75251



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Contact: (972)687-9206

FIRE REGULATIONS:

A fire marshal will be making inspections throughout the show checking that exhibitors and Show Management are in compliance with the state and local codes.

Please make sure that you have not stored any loose trash, empty boxes, or literature behind your booth. Please do not clutter the aisles with similar materials. All materials within your booth must meet local, state and federal fire retardation levels. If a violation is found, Show Management will inform the exhibitor and the violation must be removed immediately. If the exhibitor cannot be found, Show Management will remove the violation at the exhibitor's expense.

FOOD & BEVERAGE SERVICE:

Aramark is the exclusive provider of in-booth food & beverage services in the exhibition facility. Information and pricing on food and beverage services are provided in the *Other Services* section of the Exhibitor Service Manual.

HOUSING:

Rooms have been blocked at the Hilton Anaheim and the Anaheim Marriott. The Anaheim Marriott will be the headquarters hotel. To make your hotel reservation, please refer to the *Housing & Travel* section of the Exhibitor Service Manual.

INSURANCE:

It is **MANDATORY** for all exhibitors to provide IAEE with a Certificate of Insurance evidencing Commercial General Liability insurance for protection against damage, loss or theft of materials or displays during move-in, show day, and move-out.

The Certificate of Insurance is due to IAEE by **15 November 2016**.

Please note that Commercial General Liability Certificates of Insurance must show the following:

- Combined Single Limit of liability in the amounts of \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- Additional Insureds should be listed as **IAEE** and the **Anaheim Convention Center** with respect to their vicarious liability arising from Exhibitor's use and occupancy of the premises as required herein.
- IAEE is the certificate holder

As an option, if you do not currently have Commercial General Liability Insurance you can go to <http://www.buttine.com/eventExhibitor.html> to purchase insurance through IAEE Services Partner, *John Buttine, Inc. Insurance*.

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ACTION



IAEE Expo! Expo!
Annual Meeting & Exhibition 2016
Connect Here. Succeed Anywhere.
6-8 DECEMBER 2016
ANAHEIM, CALIFORNIA

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Note: *The General Service Contractor, as well as the Exhibitor Appointed Contractor, is responsible for exhibitor's materials only while they are handling them. The General Service Contractor is not responsible for damage to uncrated material, improperly packed material or loss/theft after material has been delivered to the booth space or before material has been picked up at the end of the show.*

SECURITY:

Security guards will monitor the exhibit hall during the entire show period. While general perimeter security is provided, the security of your booth or valuable items cannot be guaranteed. It is advisable to remove valuable items that are easily removed when you leave your booth. Report any missing items to Expo! Expo! Management and to the security supervisor immediately.