

Expo! Expo! 2023 - SHOW INFORMATION

For questions, please contact Beverly Elliott: belliott@iaee.com / +1 (972) 687-9206

More detailed information and all related forms can be found either in the online Exhibitor Services Kit, the [Show website](#), or by logging in to your [EXHIBITOR ACCOUNT](#).

LOCATION: **Kay Bailey Hutchison Convention Center**
Halls C & D
650 S. Griffin Street
Dallas, TX. 75202

IMPORTANT NOTE

Exhibitors planning to deliver their booth displays using POVs (privately-owned vehicles), contact GES for more detailed information for your arrival, including the dock address and instructions for accessing the special POV area.

EXPO! EXPO! SHOW MANAGEMENT:

Beverly Elliott, CEM

Account Manager, Exhibitions & Sales
Mobile # (469) 358-6754
Email: belliott@iaee.com

Rick Jennings, CEM

Vice President of Partnership Relations
Mobile # (319) 321-0071
Email: rjennings@iaee.com

Karen Gonzales, CMP-F, CEM

Director, Global Business Development
Mobile # (303) 947-9400
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EXHIBITOR SHOW SCHEDULE:

| | | |
|--|----------------------------|--------------------------------|
| Exhibitor <u>MOVE-IN</u> | Sunday, 3 December | 8:00 pm – 5:00 pm (0800-1700) |
| | Monday, 4 December..... | 8:00 am – 5:00 pm (0800-1700) |
| Expo! Expo! SHOW HOURS | Tuesday, 5 December..... | 3:45 pm – 6:45 pm (1545-1900) |
| | Wednesday, 6 December..... | 10:15 am – 2:45 pm (1015-1445) |
| Exhibitor <u>MOVE-OUT</u> | Wednesday, 6 December..... | 3:00 pm – 8:00 pm (1500-2000) |

ADMITTANCE TO EXHIBIT HALL:

Access to the show floor will be provided during the hours listed above. Exhibitors who require extra time for booth setup outside of this schedule must complete the **Extended Hours Work Request Form** which can be accessed via the online Exhibitor Services Kit. Late work may incur additional charges for workers and security.

REGISTRATION AND BADGES:

- **Registration** is located at Kay Bailey Hutchison Convention Center lobby.
- **Expo! Expo! Booth Staff Badges:** All exhibitor booth staff must have an exhibitor badge to gain admittance to the exhibit hall during move-in, the exhibition and move-out.

HOUSING & AIRFARE:

- **Housing** – Resiada is the Official Housing Partner for Expo! Expo! 2023 and is the **only** company authorized to book rooms on behalf of the Show. Rooms have been blocked at Courtyard Dallas Downtown, Hyatt Regency Dallas, and Omni Dallas Hotel (Headquarter Hotel). To make hotel reservations, please visit [this link](#) to Resiada's Reservation System.
- **Airfare** – Discounted airfare rates have been established for Expo! Expo! 2023 and are available through Delta Airlines and United Airlines. Direct links, toll free numbers and discount identification codes can be found on the [website's Travel page](#) and within the online Exhibitor Services Kit.

EXHIBITOR 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 days, and move-out. The Certificate of Insurance is due to IAEE no later than **10 November 2023**. 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.
- The **Certificate Holder** is **IAEE - 12700 Park Central Drive, Suite 308, Dallas, TX 75251 USA**
- The certificate should also name the following **Additional Insureds** with respect to their vicarious liability arising from Exhibitor's use and occupancy of the premises as required herein.
 - **IAEE / Expo! Expo! 2023 (5-7 December 2023)**
 - **Kay Bailey Hutchison Convention Center, Dallas, TX.**

A Commercial General Liability Insurance policy may be purchased through IAEE's Service Partner, **Risk Strategies**; they can be contacted at: <https://domex.undtec.com/?domex=yes> Their information can also be found in the online Exhibitor Services Kit.

CONTRACTOR SERVICES:

GES, the Official Services Contractor for the show, provides the following services: furnishings, accessories, rental exhibits, carpet/flooring, signage/graphics, installation and dismantling, material handling and rigging. All GES services for rent or purchase can be ordered within the online Exhibitor Services Kit.

- Standard booth set up includes **pipe and drape (Black)**, **company ID sign**, and a **wastebasket**.
- **CARPET IS REQUIRED** in all booths **but is NOT provided** by the show. (**Aisle carpet is Pepper.**) Exhibitors are allowed to bring their own carpet/padding provided their entire booth space is covered.
- Exhibitor is responsible for any additional needs such as booth accessories/furnishings, electricity, internet service, other utility connections and shipping.

Additional services are provided by the following **exclusive contractors**. Contact information and order forms/instructions for each can be found in the online Exhibitor Services Kit. (See requirements below for approval to use EACs.)

Audio/Visual – Grit Productions & Expositions
Booth Cleaning – United Service Companies
Catering – Sodexo Live
Electrical – GES
Specialty Furniture Rental – CORT Furnishings
Internet & Telecom – Smart City

Lead Retrieval & Show App – Swapcard
Photography – Oscar & Associates
Plants & Floral – Convention Plant Creations
Plumbing – GES
Security – United Service Companies
Video – CNTV

SHIPPING:

EAX Worldwide, LLC is the Official Show Carrier. See their information and forms under SHIPPING & MATERIAL HANDLING within the Exhibitor Services Kit.

FOOD & BEVERAGE SERVICE:

Sodexo Live is the exclusive provider of in-booth food & beverage services for the facility. Their services are available to exhibitors for any culinary needs during the show. See the online Exhibitor Services Kit for menu and pricing.

EXHIBITOR APPOINTED CONTRACTORS (EACs):

Exhibitor Appointed Contractors (EACs) may be used for **installation and dismantling** of booth displays. Exhibitors requesting to use their own EAC for I&D **must notify GES** (the Show's Official Services Contractor) and follow all requirements which includes providing proof of the EAC's Commercial General Liability Insurance.

- The **deadline** to request the use of EACs is Friday, **10 November 2023**.
- The EAC must provide a Certificate of Insurance naming the **Certificate Holder** as **GES**.
- **Additional Insureds** must be listed as: **IAEE / Expo! Expo! 2023**, and **Kay Bailey Hutchison Convention Center**.
- Certificates should be submitted by email, and must be received by Friday, **10 November 2023**.
- EACs must check in with Security upon arrival to receive an official wristband identifying them as authorized labor. Security guards will be monitoring access at all exhibit hall entrances.

NOTE: In **very special or unique circumstances**, Exhibitors may require the assistance of other specialized service contractors to perform additional work (other than I&D). In this situation, **Exhibitor must request permission from Expo! Expo! Show Management in order to use a special EAC.** Requested EACs will only be considered IF their services are NOT already being provided by any of the exclusive/official show service contractors, as listed above. Please contact **Beverly Elliott** to discuss details of your proposed EAC for special services. If permitted, further requirements will be provided at that time.

BOOTH CLEANING:

Standard booth cleaning (pre-show and on both days) is provided through United Service Companies and is no charge to the exhibitor. Additional cleaning services are available at a nominal cost and can be ordered through United Service Companies. See order form and contact information within the Exhibitor Services Kit.

SECURITY:

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

FIRE REGULATIONS:

A fire marshal will be making inspections throughout the show ensuring that all exhibitors and Show Management are in compliance with the state and local codes. United States Fire Department Regulations can be found in the ADDITIONAL RESOURCES & FORMS section of the online Exhibitor Services Kit. It is the responsibility of all exhibitors to be informed of local fire safety codes and requirements.

DO NOT store any loose trash, empty boxes, or literature behind your booth; and 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 identified, Show Management will inform the exhibitor and the violation must be corrected or removed immediately. If the exhibitor cannot be found, Show Management will remove the violation at the exhibitor's expense.

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.

Note: *The Official Services Contractor, other exclusive show service contractors and any Exhibitor Appointed Contractors are only responsible for exhibitor's materials while they are handling them. Contractors are 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.*