



**BCI 131<sup>st</sup> Convention + Power Mart Expo**  
**New Orleans Marriott, New Orleans, LA**  
**April 28 – May 1, 2019/Exhibit Dates: April 29, 2019**

## GENERAL SHOW INFORMATION & INSTRUCTIONS

### A. IMPORTANT DATES AND TIMES

#### Exhibitor Move-In:

Sunday, April 28                      2:00 pm – 5:00 pm  
Monday, April 29                      7:00 am – 9:00 am  
*All exhibits must be set-up by 11:30 am*

#### Show Hours:

Monday, April 29, 2019              12:00 pm – 5:00 pm  
    *\*Lunch served from 12:00 pm – 1:30pm*  
    *\*Power Hour from 4:00 pm – 5:00 pm*

#### Exhibitor Move-Out:

Monday, April 29, 2019              5:00 pm – 8:00 pm  
*All carriers must be checked in by 5:30 pm*  
*Exhibitor materials MUST be removed by 8:00 pm*

The exhibit hall will be open according to the schedule shown above. All advance warehouse shipments will be delivered to your booth.

All exhibits must be opened and staffed during the show hours. Exhibitors will be allowed into the exhibit hall at 7:00 am on Monday, April 29<sup>th</sup> prior to the exhibit hall opening.

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Monday, April 29<sup>th</sup> at 5:00 pm and must be completely out of the hall by 8:00 pm on Monday, April 29<sup>th</sup>. Any materials remaining in the facility will be re-routed via GES Logistics at exhibitor's expense. All carriers must check-in by 5:30 pm on Monday, April 29<sup>th</sup>.

### B. EXHIBIT HALL ADMISSION HOURS

Exhibitors will be allowed on the exhibit floor at the following times:

Monday, April 29                      7:00 am to 8:00 pm  
    (This includes move-in/move-out hours)

Exhibitors must have a name badge in order to gain access to the exhibit hall.



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**C. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR**

GES is the Official General Service Contractor for the Power Mart Expo 2019. Other official show suppliers are listed in the Exhibitor Services Directory. GES will maintain an Exhibitor Service Desk located in the back of the Exhibit Hall during the event, move-in and move-out.

**D. SHIPPING & INSURANCE**

Shipping instructions and shipping labels are included in the GES materials. BCI encourages exhibitors to purchase insurance coverage for their booth in the event your display is damaged or lost in transit.

While making shipping arrangements, be sure to plan for a company representative to be on-site to oversee the outbound shipment of your display and products. It's also a good idea to place a rider on your insurance policy to cover your display and products from the time they leave your possession until their return. Remember that your company is responsible for your exhibit and product. It is expected that exhibitors have or purchase adequate insurance to protect against all perils. Your insurance agent should be consulted to be sure of adequate coverage.

**E. TRUCK DELIVERIES**

All truck drivers delivering freight to the show should check in with the shipping and receiving dock at the hotel. Freight will be unloaded on a first-come, first-served basis in accordance with GES's move-in schedule, the availability of appropriate manpower and equipment for the job and access to the exhibitor's booth location.

**F. EMPTY CRATES**

It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely and "empty" stickers should be attached as soon as they are emptied. Stickers can be picked up at the GES Exhibitor Service Desk located in the back of the hall. Open crates will not be accepted for storage.

A clearly marked "empty" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at



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the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

**G. SECURITY**

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any particular exhibit. BCI, SmithBucklin, GES, New Orleans Marriott and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. BCI strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this conference, as well as during installation, exhibit days, and dismantling. BCI insurance policies do not extend to cover liabilities of exhibitors. Exhibitors may arrange for additional security by completing the Booth Security Order Form found in the service kit.

**I. RULES AND REGULATIONS**

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event. Exhibitors must comply with BCI's Contract Conditions / Rules & Regulations as printed and included in this kit.

**J. BCI EXHIBIT BOOTH PACKAGE**

Each exhibitor will be provided with the following benefits with their booth package:

- (1) Back wall graphic
- (1) Monitor Mount – *monitor is not included, must be ordered additionally*
- Double sided flag header with company logo
- (1) 1M Counter
- (1) Counter Stool
- (1) 5 amp/500 Watts included
- Listing in the BCI 2019 Mobile App



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**K. AMERICANS WITH DISABILITIES ACT CONFORMANCE**

All Exhibitors shall be responsible for compliance with the Americans with Disabilities Act (ADA). The Exhibitor shall hold BCI and its directors, officers, employees, agents or subcontractors harmless from any consequences of exhibiting company's failure in this regard. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

ADA  
Civil Rights Division  
U.S. Department of Justice  
950 Pennsylvania Avenue, NW  
Civil Rights Division  
Disability Rights Section - NYAV  
Washington, D.C. 20530  
Phone: 800.514.0301  
Website: [www.ada.gov](http://www.ada.gov)