

5 **What Is The Safest & Most Efficient Way To Get My Materials To The Show?**

- **READ** Material Handling and Shipping instructions in the Show Exhibitor Kit.
- Use pre-printed shipping labels provided in the Show Exhibitor Kit.
- Make company name, booth # and show name visible on shipments.
- Multiple pieces can be considered one shipment if crated/palletted and shrinkwrapped.

6 **Can I Set Up My Own Booth?**

- Yes. Refer to Exhibitor Kit for exact union regulations, EAC form/insurance requirements/ submission info.
- If you are unable set up Friday during Exhibitor Move In hours, you must obtain authorization from your sales rep to set up Saturday at 7:30am. Be advised the show opens at 9:00am. The show floor will be “show ready” clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the contracted show cleaning company.

7 **What Are The Restrictions For My Booth Structure?**

- Standard “in-line” booths may not extend beyond 8’ tall.
- Booth materials may also not extend beyond the dimensions of the booth space.
- Sight lines may not be blocked. Show management reserves the right to determine interference with other exhibitors.

NOTE: Island booth may extend 16’ high.

8 **Can I Tear Down My Booth Early?**

- NO, per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.

Please respect attendees & fellow exhibitors.

9 **Am I Allowed To Bring My Booth Material In Myself?**

- Due to the pandemic, venue guidelines do not permit POV service.
- Any materials (whether it be booth elements or sales collateral) will be weighed & charged a Material Handling Fee.

Pricing found in Shipping section of the Show Exhibitor Kit.

Please refer to the Show Exhibitor Kit for best safety practices.

10 **Is Material Handling Mandatory?**

- Any materials coming in/out from loading dock are required to be weighed. All materials will be charged a Material Handling Fee. Fee is round trip.

Pricing found in Shipping section of the Show Exhibitor Kit.

Please refer to the Show Exhibitor Kit for best safety practices.

11 **Are There Noise/Sound Restrictions Within The Booth?**

- YES, no amplified sound in or around your booth is permitted. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.

12 **Can I Leave Items In My Booth Overnight?**

- Show management provides overnight “perimeter” security in the hall but recommends taking valuables with you at the end of show day.

13 **What Are My Ordering Options Through The Decorator (such as electric, booth rental, extra chairs/tables, cleaning, etc.)?**

- Where applicable, order services online or call, email, or print and fax the forms in the Show Exhibitor Kit to the appropriate vendor.
- Should you plan to bring décor to your booth such as feathers, sand, hay, etc. and it falls in the neighboring booth area or aisle, it is your responsibility to take care of the cleaning or you will receive a cleaning charge from the decorator.

The Decorator can be contacted at info@expoeventservices.com or (201) 300-2782

14 **If I Forgot Something For Booth Setup or Need Additional Help, Where Do I Go On-Site?**

- The Exhibitor Services Desk located on the Show Floor.

15 **Where Can I Make Copies If I Run Out Of Sale Material At The Show?**

- Business Services locations can be found at the Deco Service Counter.
- Plan to also bring a flyer/sales document file with you in case you need to access a FedEx/Kinkos or similar resource.

16 **Are There Sponsorship & Promotional Opportunities To Enhance My Presence At Show?**

- **YES!** Please contact us for details.
- **Email:** success@unicomm.org

