

Exhibitor Manual for The Water Expo 2018

August 29 & 30, 2018



PLEASE READ THESE 2 PAGES NOW:

It will save you time and money!

- 1) **WHERE:** Miami Airport Convention Center MACC (West Hall), 711 NW 72nd Ave., Miami, FL, 33126. Great location in the center of Miami with easy accessibility, across the Palmetto (826) and Dolphin (836) expressways and nearby the Miami International Airport.
- 2) **MOVE-IN:** Monday, Aug 27; Schedule TBA (Only vehicles & big displays)
Tuesday, Aug 28; 8:00 am – 5:00 pm
Wednesday, Aug 29; 7:30 am – 9:30 am
EXHIBIT HALL: Wednesday, Aug 29; 10:00 am – 6:00 pm (Opening starts 8:30 am)
Thursday, Aug 30; 10:00 am – 4:00 pm (Indoor sessions start 9:00 am)
Thursday, Aug 30; 8:30 am – 1:00 pm (Outdoor Demo Area)
MOVE-OUT: Thursday, Aug 30; 4:00 pm – 7:00 pm (Including trucks & big displays)
- 3) **ACCESS & LOADING AREAS** ([See Map](#)):
 - a) **For mid & large items (and to display trucks & trailers)** use the loading dock (follow the blue lane). Go there to unload and then find a proper parking area for your vehicles following the red lane.
 - b) **For hand carry items** you may unload from the general parking area to the main entrance of West Hall (use the red lane in the Map for this).
- 4) **PARKING:** Extensive parking in front of the Convention Center area (north lot) at \$5 per day (red lane). You may leave your non-displaying transport vehicles there during the Expo but park them at the rear of the lot.
- 5) **UNION FRIENDLY:** MACC is a union-friendly facility. Exhibitors may unload at the dock area or from the general parking area to the main entrance of West Hall (north lot) and move material in using mini dollies and 2-wheel carts. Exhibitor employees may be used to set up and dismantle the booth. Any services required beyond should be rendered by EXPO Convention Contractors. For material handling, drayage services and labor please refer to the manual included. **Note: Request any show contractor an estimate on any potential order before confirming!**
- 6) **LISTINGS, BOOTH & LOCATION:** For your company listings and booth number check on [Exhibitor List](#). Should you need to complete or update your listings (20 word description, industries & markets you serve) send to info@TheWaterExpo.com (deadline is **Aug. 10, 2018**). For your booth location check on [Floorplan](#).
- 7) **EXHIBITOR BADGES** will be given **on-site** during move-in. Follow [this link](#) to request and write in staff name(s) with contact info. Use access code **TWE18EXH** (uppercase required).
- 8) **FREE REGISTRATION for CUSTOMERS & PROSPECTS:** As an Exhibitor you have the right to invite Customers and Prospects to the show for FREE. This year the Guest Courtesy Registration will be exclusively online (easy, fast and environmentally friendly!) Just forward them your exclusive link (we will provide you by email) and ask to register on-line. **Your guests** receive an attendee **2-Day EXPO badge (a \$40 value each)** including an invitation letter to request a US visa if required. **You may invite guests until your quota is met:** 25 guests per 10x10; 35 per 10x20; 45 per 20x20; 55 per 20x30 & 65 per 20x40 & more.
- 9) **TRANSLATORS & TEMP. STAFF:** **The Water Expo is a multicultural event.** We **STRONGLY SUGGEST *having someone who can communicate in Spanish in your staff. It can make a big difference!!!!*** If you need to hire bilingual staff for your booth, use the [EOC form in the Manual](#) or call **(305) 442-6000**. EOC may also provide other staffing services upon request.
- 10) **BOOTH PACKAGES:** **10'x10' package** includes 8' high back drape, 3' side rails, one 6' draped table, two chairs, one waste basket, and a 7" x 44" ID sign (with co. name hung from the back drape)

of your booth). **10'x20' and larger booths** receive two 6' draped tables and 4 chairs.

- 11) **VEHICLES TO DISPLAY:** A special schedule will be provided to move-in vehicles in the Hall depending on location on the floor. You should abide by it to avoid conflict with the overall set-up process. Show Management **does not assume responsibility** if vehicle exhibitors do not show up in time and cannot access their floor location and exhibit accordingly. Access gate dimensions are **14' wide x 11' 10" high (Make sure your vehicle fits in!)**. Show contractor will guide the vehicle move in/out process and a spotting round-trip charge of \$125 per vehicle will apply. [Use this form for it](#)
- 12) **OUTDOOR DEMO AREA: Move in/Set Up:** Tuesday, Aug. 28 from 1 to 5 pm. **Move out:** Thursday Aug 30 from 2 to 4 pm. Detailed instructions to companies involved by early August (as required). If you want to apply for this program download here the [Outdoor Demo Prospectus](#)
- 13) **ELECTRICITY, ADS & SPONSORSHIPS: USE THIS FORM** If you **DID NOT** include electricity in your Agreement (Standard 120V / 5amps) and to order an **AD in the Guide & Exclusive Sponsorships** (subject to availability & deadlines).: **Note:** Bring your own extensions and/or power strips to save. For **non-standard** electrical requests (beyond 120V / 5 amps) use [EDLEN's electrical forms](#) to order.
- 14) **EXPO CONVENTION CONTRACTORS:** If you need **carpet, booth furnishings, labor, shipping, pre-storage services, material handling and almost everything else... order from EXPO Convention Contractors** our official decorator/contractor. Use [EXPO Manual provided](#). For assistance call **(305) 751-1234** or email info@expocci.com. **Note:** Order by **Aug. 14** for discounted rates.
- 15) **WATER & AIR:** EDLEN Electrical is also the water/air contractor. Use [EDLEN water/air forms](#) to request this service or call them directly **(305) 623-5335**. **Note:** Order by **Aug. 8** for discounted rates.
- 16) **LEAD CAPTURE - Use [this form](#). A MUST to maximize your ROI at the Show.** Effective, affordable and simple to use. Order by **Aug 24** for discounted rates
- 17) **INSURANCE-** You should carry the proper liability insurance to exhibit. You may provide your Certificate of Insurance or **purchase at just \$94 from Rainprotection**, the official insurance management company for the show. Use [this form](#) and call (800) 528-7975 if any questions..
- 18) **WI-FI** by the Convention Center. Please note it is a self-serve option you should contract on-site following instructions once you open your browser (paying by credit card only). Different services available starting at just \$12.95 per day.
- 19) **HOTELS:** 4 Hotels are affiliated to TWE18 with special rates (more could be added as required): **Doubletree by Hilton** (Host - same building complex) and 3 more. **Book NOW directly via [this link](#)**. (Limited availability, cut-off dates apply). **WARNING!!! Do not use housing companies ([read here](#))... It may be a scam!**
- 20) **ASSISTANCE:** Send your question to mail@TheWaterExpo.com or call **(305) 412-3976**. We will be happy to assist. Do not forget to read [TWE18 Expo On-Site Rules and Regulations](#) .

21) To order	Go to:	Advanced deadline	Questions?
Exhibitor Badges	on-line	NA	(305) 412-3976
Electricity, Ads & Sponsorships	pdf	See form	(305) 412-3976
Carpet, Furnishings, Deliveries...	pdf	Aug 14	(305) 751-1234
Water, Air & Special Electricity	pdf	Aug 8	(305) 623-5335
Lead Capture	pdf	Aug 24	(305) 412-3976
Insurance (required)	pdf	Aug 14	(305) 261-3800
Translators & Temp. Staff	pdf	Aug 24	(305) 442-6000
WI-FI	Self-Serve Option		Contract on-site
Hotels (cut off July 27)	Book directly		Go to HOTELS

Welcome to **The Water Expo 2018** (7th edition)
in **Miami, Americas' Business Capital!**