



Exhibitor Manual

August 24 & 25, 2022
(Education starts Aug 23rd)



PLEASE READ THESE 2 PAGES NOW:
It will save you time and money!

- 1) **MANUAL:** This Manual is valid for **The Water Expo** and **The Energy Expo** exhibitors and sponsors. These events are collocated side by side in the same venue and will follow the same guidelines. Exhibitors and Attendees registered for one event will have free access to the other.
- 2) **HEALTH AND SAFETY:** Fortunately, our country entered a post COVID19 period and previous health / safety mandatory regulations have been eliminated or are now applied with more flexibility. We will follow the governmental and venue guidelines and recommendations in the best interest of the health and safety of all participants and the effectiveness of the event as a business platform.
- 3) **WHERE:** Miami Airport Convention Center MACC (West & East Halls), 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.
- 4) **MOVE-IN:** **Monday, Aug 22;** Schedule TBA (Only vehicles & big displays)
Tuesday, Aug 23; 8:30 am – 5:00 pm
Wednesday, Aug 24; 7:30 am – 9:30 am
EXHIBITS: **Wednesday, Aug 24;** 10:00 am – 5:00 pm
Thursday, Aug 25; 10:00 am – 4:00 pm
MOVE-OUT: **Thursday, Aug 25;** 4:00 pm – 7:00 pm (Including trucks & big displays)
- 5) **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 through the main entrance of the West Hall (follow the red lane on the Map).
- 6) **PARKING:** Extensive parking in front of the Convention Center area (north lot) at \$7 per day (follow the red lane). You may leave your non-displaying transport vehicle(s) there during the Expo, but they need to be parked at the back of the lot. ***The use of the parking area to showcase vehicles, technology, or products at show hours (including during move in time) is strictly forbidden.***
- 7) **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 the Convention Center (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!***
- 8) **HOTELS:** The host Hotel **Doubletree by Hilton** (same building complex) is near to be sold out. Special event rate is **\$145** (single/double) and a cut-off day (**July 25**) applies. More Hotels will be included as needed. **Book your room(s) NOW.** **WARNING!!!** *Book directly. Do not use ANY housing companies... It may be a scam!*
- 9) **COMPANY INFORMATION & BOOTH NUMBER:** For **The Water Expo** [click here](#)... For **The Energy Expo** [click here](#)
- 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) **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 **EXH2022** (uppercase required).
- 12) **FREE REGISTRATION for GUESTS:** Exhibitors have the right to invite GUESTS **for FREE**. The Guest registration will provide a **3-Day VIP PLUS** badge (a \$200 value) valid to access both events

with no restrictions including the University Day (Aug 23rd) and the expos on Aug 24 & 25. Guest registrations will be accessible exclusively online **UNTIL THE SHOW OPENS**. Use your **company exclusive link** (provided via email from us). Just register them directly or forward the link to them. You may bring **FREE 10 guests** (up to 400 sq ft.) and **20** (for larger booths).

- 13) **EDUCATION:** Great educational sessions at hand for your staff. Exhibitors can attend any session **FREE** at the University Day (Aug 23rd) and on the expo floor during both shows (Aug. 24 & 25).
- 14) **TRANSLATORS & TEMP. STAFF:** The Water Expo is a *multicultural event*. We **STRONGLY SUGGEST** *having someone who can communicate in Spanish in your staff. It makes a big difference!!!!* If you need to hire bilingual staff for your booth, use the **EOC form** or call **(305) 442-6000**. EOC may also provide other staffing services upon request.
- 15) **ELECTRICITY:** Standard electricity (120 v, 5 amps) is an option, and you should have included when you booked your booth. If **you DID NOT include it** and want to order now, **click here** (discounted deadline is **Aug 18**). **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: Paragraph 20.
- 16) **LEAD CAPTURE** - A *MUST to maximize your ROI at the Show*. Effective, affordable, and simple to use. Use **this form** or order **online**. Discounted rate is \$190, after **Aug. 8** will be \$250
- 17) **INSURANCE-** You **MUST** carry liability insurance to exhibit. Provide your Certificate of Insurance (COI) with the **proper verbiage to Rainprotection**, or **purchase at just \$95 from them** (deadline is **Aug 12**). Use **this form** for proper verbiage or to purchase. Questions at (800) 528-7975.
- 18) **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. To order online (more convenient!) wait for them to send you instructions to set up your account. You can also order using the **EXPO Convention Manual** provided. For assistance **call (305) 751-1234** or email **info@expocci.com**. **Note:** Order by posted **deadlines** for discounted rates.
- 19) **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 \$250 per vehicle will apply. Use **this form** for it!
- 20) **WATER, AIR & LIGHT:** Use **EDLEN website** to order online. You can also order **via forms** to request these services or call them **(305) 623-5335**. **Note:** Order by **Aug. 3** for discounted rates.
- 21) **WI-FI** by the Convention Center. Self-serve option to contract on-site following instructions **once you open your browser** (by credit card only). Different services available starting at just **\$12.95 per day**.
- 22) **TERMS AN CONDITIONS:** The Shows will perform following the Terms & Conditions included in **The Water Expo 2022** and **The Energy Expo 2022** Participation Agreements. Participating in the event means your automatic knowledge, understanding and acceptance of these Terms & Conditions.
- 23) **ASSISTANCE:** Send your questions to **mail@TheWaterExpo.com**, **mail@TheEnergyExpo.com** or call **(305) 412-3976** or **(305) 412-0000**. We are here to assist!

24) CHECK LIST	Go to:	Advanced deadline	Questions?
Hotel	Book here	Cut off is July 25	See # 8 above
Exhibitor Badges	#11 above	N/A	(305) 412-3976
Carpet, Furnishings, Deliveries...	#18 above	see EXPO deadlines	(305) 751-1234
Lead Capture	#16 above	Aug. 8	(305) 412-3976
Insurance (required)	#17 above	Aug 12	(800) 528-7975
Translators & Temp. Staff	#14 above	Aug 16	(305) 442-6000
WI-FI	#21 above	N/A	Order on-site