

# Exhibitor Manual for The Water Expo 2017

August 30 & 31, 2017



## 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 28; Schedule TBA (Only vehicles & big displays)  
Tuesday, Aug 29; 8:00 am – 5:00 pm  
Wednesday, Aug 30; 7:30 am – 9:30 am  
**EXHIBIT HALL:** Wednesday, Aug 30; 10:00 am – 6:00 pm (Opening starts 8:30 am)  
Thursday, Aug 31; 10:00 am – 4:00 pm (Indoor sessions start 9:00 am)  
Thursday, Aug 31; 8:30 am – 1:00 pm (Outdoor Demo Area)  
**MOVE-OUT:** Thursday, Aug 31; 4:00 pm – 7:00 pm (Including trucks & big displays)
- 3) **LOADING AREAS** ([See Map included](#)):
  - 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 download 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 & PROGRAM:** 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 [mail@TheWaterExpo.com](mailto:mail@TheWaterExpo.com) (deadline for the Guide is **Aug. 11, 2017**). For your booth location check on [Floorplan](#). For the event schedule click [Program](#) regularly.
- 7) **EXHIBITOR BADGES** will be given **on-site** during move-in. [Use Form A](#) to release staff name(s) with contact info, and to order extra badges. **Form A** also releases **badge quota** per booth package.
- 8) **FREE PASSES for CUSTOMERS & PROSPECTS:** Exhibitors receive **2-Day FREE admission passes (a \$32 value each)**: 25 passes per 10x10; 35 per 10x20; 45 per 20x20; 55 per 20x30 & 65 per 20x40 & more. **USE THEM! Do not leave behind.** FREE passes will be exchanged on-site for an attendee **2-Day EXPO badge**. If you need more we may provide at \$10 ea. upon request.
- 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, contact **EVENTS & OFFICE CONSULTANTS (EOC)**, our official staffing company. Use the [EOC form in the Manual](#) or call them (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 time schedule will be provided to move-in vehicles in the Exhibit Hall depending on location on the show 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' high (Make sure your vehicle fits in!)**. Show contractor will guide the vehicle move in/out process and a spotting round-trip charge of \$90 per vehicle will apply.
- 12) **OUTDOOR DEMO AREA:** **Move in/Set Up:** Tuesday, Aug. 29 from 1 to 5 pm. **Move out:** Thursday Aug 31 from 2 to 4 pm. Detailed instructions to companies involved by early August (as required).
- 13) **FORM B:** A) Use if **you DID NOT include** electricity in your Agreement (Standard 120V / 5amps). **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 included in this manual.  
B) To order an **INSERT in Bag, ADS in Guide & Exclusive Sponsorships** (deadlines apply)
- 14) **EXPO CONVENTION CONTRACTORS:** If you need **carpet, booth furnishings, labor, shipping, pre-storage services and almost everything else...** order from **EXPO Convention Contractors** our official decorator/contractor. They can assist with material handling and deliveries. Use [EXPO Manual \(condensed version included\)](#). For assistance call **(305) 751-1234** or email [info@expocci.com](mailto:info@expocci.com). **Note:** Order by **Aug. 15** for discounted rates. EXPO offers more specialized services not included in the Manual; call them if you need anything else. They will be happy to assist!
- 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. 9** for discounted rates.
- 16) **LEAD CAPTURE - Use FORM C. A MUST to maximize your ROI at the Show.** Effective, affordable and simple to use. Order by **Aug 23** for discounted rates
- 17) **AUDIO/VISUALS & COMPUTERS by AVMS** (A/V in-house company). Use [AVMS form](#) or call (305) 261-3800 to order. **Note:** advance rates expire **August 15**.
- 18) **WI-FI** by the Convention Center via HOTAIR. 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:** 3 Hotels are affiliated to TWE17 with special rates (more could be added as required): **Doubletree by Hilton** (Host - same building complex), **Cambria Hotel & Suites** and **Fairfield Inn**. **Book NOW directly via this link.** (Limited availability, cut-off dates -July 27- apply). **WARNING!!! Do not use housing companies (read here)... May be a scam!**
- 20) **ASSISTANCE:** Send your question to [mail@TheWaterExpo.com](mailto:mail@TheWaterExpo.com) or call **(305) 412-3976**. We will be happy to assist. Do not forget to read **TWE17 Expo On-Site Rules and Regulations** (included).
- 21) **For:** **Use:** **Advanced deadline** **Questions?**
- |                                   |                                    |                 |                     |
|-----------------------------------|------------------------------------|-----------------|---------------------|
| Badges                            | <a href="#">Water Expo form A</a>  | <b>Aug 26</b>   | (305) 412-3976      |
| Electricity (standard) & more     | <a href="#">Water Expo form B</a>  | <b>See form</b> | (305) 412-3976      |
| Furnishings, Deliveries, Labor... | <a href="#">EXPO Conv. section</a> | <b>Aug 15</b>   | (305) 751-1234      |
| Water, Air & Special Electricity  | <a href="#">EDLEN section</a>      | <b>Aug 9</b>    | (305) 623-5335      |
| Lead Capture                      | <a href="#">Water Expo form C</a>  | <b>Aug 23</b>   | (305) 412-3976      |
| Computer & Audio Visual           | <a href="#">AVMS form</a>          | <b>Aug 15</b>   | (305) 261-3800      |
| Translators & Temp. Staff         | <a href="#">EOC form</a>           | <b>Aug 25</b>   | (305) 442-6000      |
| WI-FI                             | Self-Serve Option                  |                 | Contract on-site    |
| Hotels ( <b>cut off July 27</b> ) | <a href="#">Book directly</a>      |                 | Go to <b>HOTELS</b> |

Welcome to **The Water Expo 2017** (6th edition)  
in **Miami, America's Business Capital!**