

# Exhibitor Manual for The Energy Expo 2019

January 23 & 24, 2019



## 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:** Tuesday, Jan 22; **9:30 am** – 5:00 pm  
Wednesday, Jan 23; 7:30 am – 9:30 am  
**EXHIBIT HALL:** Wednesday, Jan 23; 10:00 am – 6:00 pm (Opening starts 8:30 am)  
Thursday, Jan 24; 10:00 am – 4:00 pm (Sessions start 9:00 am)  
**MOVE-OUT:** Thursday, Jan 24; 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) **HOTEL:** The host Hotel **Doubletree by Hilton** (same building complex) is near to be sold out. **Book your room(s) NOW [via this link](#) or call the Hotel directly (305) 261-3800 (Mention THE ENERGY EXPO for the event special rate). Cut-off date is Dec 22, 2018. WARNING!!! Do not use ANY housing companies... It may be a scam!**
- 7) **LISTINGS & BOOTH:** For your company listings and booth number check on the website under Exhibitor List. Should you need to complete or update your listings (20 word description, industries & markets you serve) send to mail@TheEnergyExpo.com (deadline for the Guide is **January 4th, 2019**).
- 8) **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 **TEE19EXH** (uppercase required).
- 9) **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 \$50 value each)** including an invitation letter to request a US visa if required. You may invite guests **until your registration quota is met: 20** registered guests per 10x10 & 10x20; **30** per 10x20 & 20x20; **40** per 20x30 & more.

- 10) TRANSLATORS & TEMP. STAFF:** The Energy 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.
- 11) 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.
- 12) 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](#)
- 13) ELECTRICITY, ADS & EXCLUSIVE 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 [EDLENS' 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](mailto:info@expocci.com). **Note:** Order by **Jan 8** 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 **Jan. 4** for discounted rates.
- 16) 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.
- 17) ASSISTANCE:** Send your question to [mail@TheEnergyExpo.com](mailto:mail@TheEnergyExpo.com) or call **(305) 412-0000**. We will be happy to assist. Do not forget to read [TEE2019 Expo On-Site Rules and Regulations](#) .

<b>18) To order</b>	<b>Go to:</b>	<b>Advanced deadline</b>	<b>Questions?</b>
Exhibitor Badges	<a href="#">on-line</a>	NA	(305) 412-0000
Electricity, Ads & Sponsorships	<a href="#">pdf</a>	<b>See form</b>	(305) 412-0000
Carpet, Furnishings, Deliveries...	<a href="#">pdf</a>	<b>Jan 8</b>	(305) 751-1234
Water, Air & Special Electricity	<a href="#">pdf</a>	<b>Jan 4</b>	(305) 623-5335
Translators & Temp. Staff	<a href="#">pdf</a>	<b>Jan18</b>	(305) 442-6000
WI-FI	Self-Serve Option		Contract on-site
Hotel <b>(cut off Dec 22)</b>	Book directly NOW		Go to <a href="#">HOTELS</a>

**Welcome to The Energy Expo 2019**  
in *warm Miami, The Americas Business Capital!*