

Exhibitor Manual for MiaGreen 2016

Feb. 9, 10 & 11, 2016



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 and Dolphin expressways and nearby the Miami International Airport.
- 2) **MOVE-IN:** Tuesday, Feb 9 from 8:00 am – 5:00 pm
Wednesday, Feb 10 7:00 am – 9:30 am
EXHIBIT HALL: Wednesday, Feb 10 10:00 am – 6:00 pm (Opening starts 8:30 am)
Thursday, Feb 11 10:00 am – 4:00 pm (Sessions start 8 am)
MOVE-OUT: Thursday, Feb 11 4:00 pm – 7:00 pm

Note: The Expo itself takes place Feb 10 & 11 as per above. On Feb 9 (afternoon) MiaGreen runs accredited courses for professionals as part of the official event program.

- 3) **LOADING AREAS** (See Map included):
 - a) **For mid & large items** use the loading dock (follow the blue lane). Go there just to unload and then find a proper parking area for your vehicles following the red lane.
 - b) **For hand carry items** you may download 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 trucks there during the Expo (park them at the rear of the lot)
- 5) **FRIENDLY UNION:** MACC is a friendly union 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. **Hint: Request show contractors an estimate on any potential order before confirming!**
- 6) **PROGRAM & PARTICIPANTS:** Listed on event website www.MiaGreen.com. Check there every week for updates.
- 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 from the US & Canada will receive by mail **2-Day FREE admission passes (a \$40 value each)**: 25 passes per 10x10; 35 per 10x20; 45 per 20x20; 55 per 20x30 & 65 per 20x40. **USE THEM! Do not leave behind.** FREE passes will be exchanged on-site for an attendee **2-Day EXPO badge**. *If you need more please let us know. We may provide extras at \$10 ea.*
- 9) **TRANSLATORS & TEMP. STAFF:** **The Water Expo is a multicultural event.** We **STRONGLY SUGGEST having someone who can communicate in Spanish in your staff.** If you need to hire bilingual staff for your booth, contact **EVENTS & OFFICE CONSULTANTS (EOC)**, our official staffing company. Use the proper 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). **10x20 and larger booths** receive two 6' draped tables and 4 chairs.

- 11) **FORM B:** Use also form B
 a) if **you DID NOT include** standard electricity in your Agreement (115V / 5amps). **Hints:** Always bring your own extensions and/or power strips. For **non-standard** electrical requests (beyond 115V / 5 amps) use Edlen's electrical form included in this manual.
 b) To order an **INSERT in EXPO Bag** and/or **EXTRA listing in Guide & on-line** (deadline **Jan 29**)
- 12) **EXPO CONVENTION CONTRACTORS:** If you need **extra tables, chairs, booth furnishings, labor, shipping, pre-storage services and almost everything else...** you should **order** from **EXPO Convention Contractors** our official decorator/contractor. They can assist you also with material handling and deliveries. Use EXPO Manual (condensed version attached) and **call them (305) 751-1234** for questions and assistance. **HINT:** Order by **January 26, 2016** for discounted rates. **EXPO Convention** offers more specialized services not included in the Manual, so call them directly if you need anything else. They will be happy to assist!
- 13) **WATER & AIR:** Edlen Electrical is also the water/air contractor. Use Edlen water/air form to request this service or call them directly **(305) 623-5335**. **Hint:** Order by **January 19, 2016** for discount rates.
- 14) **LEAD RETRIEVAL** by Smart Source. For complete information and to order use the proper form included here. Order by **January 23, 2016** for discounted rates. For assistance call **(800) 955-5171** or mail at leads@smartsourcerentals.com
- 15) **AUDIO/VISUAL** by Smart Source. To order please use the A/V form here. For assistance call **(800) 955-5171** directly or mail to exhibitorsales@smartsourcerentals.com. Order by **February 2, 2016** to avoid surcharges.
- 16) **WI-FI** by MACC 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.
- 17) **HOST HOTEL (same building complex):** Book your sleeping rooms NOW directly with the Doubletree by Hilton Host HOTEL [via this link](#) for the special event rate of \$199 (single/double). To book by phone call (305) 261-3800 mention MiaGreen Expo. Hint: **Do not miss Hotel cut-off date of January 5, 2016. Limited availability.**
- 18) **MiaGreen Expo ASSISTANCE:** Send your question to mail@MiaGreen.com or call **(305) 412-0000**. We will be happy to assist.
- 19) Do not forget to read **MiaGreen Expo & Conference On-Site Rules and Regulations** (attached).

20) For:	Use:	Advanced deadline	Questions?
Badges	Form A	Feb 5	(305) 412-3976
Electricity (basic), 2nd listing...	Form B	Jan 29	(305) 412-3976
Furnishings, Deliveries, Labor...	EXPO Conv. Manual	Jan 26	(305) 751-1234
Water, Air & Special Electricity	Edlen form	Jan 19	(305) 623-5335
Lead Retrieval	Smart Source form	Jan 23	(800) 955-5171
Audio Visual equipment	Smart Source form	Feb 2	(800) 955-5171
Translators & Temp. Staff	EOC form	Feb 5	(305) 442-6000
WI-FI	Self-Serve Option		Contract on-site
Host Hotel bookings	www.MiaGreen.com	Jan 5	Book directly

Welcome to **MiaGreen 2016 Expo & Conference**
 in **Miami**, *America's Business Capital!*