

EXHIBITOR MANUAL
MiaGreen Expo & Conference
March 14 & 15, 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:** Tuesday, March 13; 8:00 am – 5:00 pm
Wednesday, March 14; 7:00 am – 9:30 am
SHOW HOURS: Wednesday, March 14; 10:00 am – 5:00 pm (Opening starts 8:30 am)
Thursday, March 15; 10:00 am – 4:00 pm (Sessions start at 8:00 am)
MOVE-OUT: Thursday, March 15; 4:00 pm – 7:00 pm

- 3) **LOADING AREAS** (See [Map included](#)):
 - a) **For mid & large items (and to display vehicles)** 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 (follow the 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 (ECC). For material handling, drayage services and labor please refer to the manual ECC has 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 the website under **Exhibitor List**. Should you need to complete or update your listings (20 word description, industries & markets you serve) send to mail@MiaGreen.com (deadline for the Guide is **March 1st, 2018**).

- 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 (digital) for CUSTOMERS & PROSPECTS:** Exhibitors receive **2-Day FREE admission passes (a \$40 value each) in digital format via email**. Please note your digital pass will come with a note stating **COURTESY of "YOUR COMPANY NAME (filled by you)"**. Feel free to forward to your customers, prospects and colleagues. They will only need to print and present by registration on-site to receive a **complimentary 2-Day EXPO badge**. You may send as many as you want; however please note we'll provide comp admission badges until you reach your quota: 25 FREE badges per 10x10; 35 per 10x20; 45 per 20x20; 55 per 20x30 & 65 per 20x40 & more.

- 9) **TRANSLATORS & TEMP. STAFF:** MiaGreen 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 big 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' 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 \$90 per vehicle will apply.
- 12) FORM B:** 1) 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.
2) To also order an **INSERT in Bag & Exclusive Sponsorships** (deadlines apply)
- 13) EXPO CONVENTION CONTRACTORS (ECC):** 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 [ECC manual \(condensed version included\)](#). For assistance **call (305) 751-1234** or email info@expocci.com. **Note:** Order by **Feb. 27** for discounted rates. ECC offers more specialized services not included in the Manual; call them if you need anything else. They will be happy to assist!
- 14) WATER, AIR & LIGHTING:** EDLEN Electrical is also the water/air/lighting contractor. Use [EDLEN forms](#) to request this service or call them directly **(305) 623-5335**. **Note:** Order by **Feb. 21** for discounted rates.
- 15) 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.
- 16) HOST HOTEL: Doubletree by Hilton** (same building complex), **Book NOW directly [via this link](#)**. **(Limited availability, cut-off date is Feb 9!!!). WARNING!!! Do not use housing companies...It may be a scam!**
- 17) ASSISTANCE:** Send your question to mail@MiaGreen.com or call **(305) 412-0000**. We will be happy to assist. Do not forget to read [MiaG18 Expo On-Site Rules and Regulations](#).

18) For:	Use:	Advanced deadline	Questions?
Badges	MiaG18 form A	March 9	(305) 412-0000
Electricity (standard) & more	MiaG18 form B	See form	(305) 412-0000
Furnishings, Deliveries, Labor...	EXPO Conv. section	Feb 27	(305) 751-1234
Water, Air & Special Electricity	EDLEN section	Feb 21	(305) 623-5335
Translators & Temp. Staff	EOC form	March 7	(305) 442-6000
WI-FI	Self-Serve Option		Contract on-site
Hotel (cut off Feb 9)	Book directly		Go to HOTEL

Welcome to MiaGreen Expo & Conference 2018
in Miami, *The Americas Business Capital!*