



## 14 Bits 'n Bites for the New Exhibitor

### 1. Easy Way to Find Your Booth Number

Visit [cahfconvention.com](http://cahfconvention.com) - click on the "Expo" tab then select "2012 Exhibitors & Interactive Floor Plan". Click your name on the list (sorted alphabetically)... you'll automatically be directed to your placement on the floor plan. Awesome possum!

### 2. Your Booth Does Not Come with a Table, Chairs or Wastebasket

If you need such items, you can either bring your own or...rent them from the show contractor Innovative Expo. If renting items, place your order before the Advance Order "Discount" Deadline and save serious cash. **AVOID ORDERING ANYTHING ON-SITE...chaCHING\$\$\$\$!** To place an order, visit the Innovative Expo website at [innovativeexpo.com](http://innovativeexpo.com) and look for the CAHF Show Kit (available September 2012)

### 3. Do You Have to Rent Items from the Show Contractor Innovative Expo?

No. You can always bring your own chairs, tables, raffle bowls, etc. You may, however, wish to sign-up for our **Man & Cart Service** depending on the scope of your display and total # of lbs (see #13). Or...just haul ALL your items in (1) trip without the use of a hand truck or luggage cart.

### 4. You Don't Need to Order Carpet

The exhibit hall is carpeted. If you want something "cushier" for you and your guests to stand on, then by all means, order carpet. You can order "cushy" carpet through Innovative Expo or...schlep your own. Remember, if you order carpet, you also have to order carpet cleaning - it doesn't magically get cleaned overnight by the carpet fairies. Better yet, bring your own small portable vacuum (just toss it in with your booth materials).

### 5. Lead Retrieval...It's FREE but...You Need to Sign-Up for It or You Won't Have It!

Lead retrieval scanner allows you to scan attendee badges and receive all sorts of juicy info. Visit [cahfconvention.com](http://cahfconvention.com) - click on the "Exhibitor Resources" tab then select "Lead Retrieval Scanner INCLUDED!" -- can also be found in the CAHF Show Kit (available through Innovative Expo)

### 6. Shipping Your Display

Ship your materials as early as possible so they arrive at the Innovative Expo warehouse by the "Advance Shipment" date. Innovative Expo will happily store your items at no charge up to 30 days prior to show date. Details available in the CAHF Show Kit (available through Innovative Expo)



## 14 Bits 'n Bites for the New Exhibitor (continued)...

### 7. Booth Labor

All labor utilized on Sunday and before 8:00 am on Monday is considered (OT) overtime and applicable rates apply. On the flipside, if you wait until Monday morning to set-up, it's kind of a zoo (not with real animals but ya know, lots of people and moving parts). Use your best judgment based on the scope of your display.

### 8. Bringing Your Stuff Into the Exhibit Hall

Load-in and load out of exhibits **MUST BE DONE** through the loading dock. The main lobbies and/or other entrances are not to be used for mov'n your stuff in and out. If you're hand-carrying items onto the show floor and in (1) trip as our Rules & Regulations state, you **MUST** park in the designated "exhibitor parking lot". **Don't park at the dock unless you're utilizing the Man & Cart Service (see #13)**. Parking, unloading & loading where you're not supposed to is a no-no and will get yo a\*\* towed. Plus, you'll probably get yelled at...really, trust me.

### 9. Bringing Stuff Through the Lobby and/or Main Show Entrance

The convention center pretty much frowns on this **BUT**, according to their rules and regs, you **ARE** allowed to move-in/out **SMALL** items that are either hand-carried or

brought in/out via a **SMALL** luggage cart. **NO LARGE FLAT BED CARTS** or **PORTABLE DISPLAYS ALLOWED THROUGH THE LOBBY** or **MAIN SHOW ENTRANCE**. Reason being...these items mess up the shiny tile and carpet. Hey! Don't shoot the messenger.

### 10. The Unions and You

You've got your **Sign, Display & Allied Crafts Union** and your **Materials Handling (Drayage) and Storage (Teamsters Union)**. The first union has jurisdiction over all set-up and teardown of booths, including signs and laying of carpet (think DÉCOR). They don't have anything to do with the unpacking and placement of merchandise - this is up to you. The second union has jurisdiction over all materials handling equipment, all unloading and reloading, and handling of empty containers (think BOXES).

### 11. Make Friends with the Union Dudes

If union employees see you making a bunch of trips back and forth to and from your booth, they'll be all over your case (aka "it's a liability thing"). Thus, the **Man & Cart Service** (especially if you have a lot of little stuff under 200 lbs) is definitely worth the investment (see #13) and will keep the union guys off your back.



# Newbie Bits 'n Bites

## 14 Bits 'n Bites for the New Exhibitor (continued)...

### 12. Union Dudes are Like a Mood Ring

Sometimes though...you CAN get away with making a few trips back and forth and no one bats an eye. Just kind of depends on their mood, if they're at lunch, if they just had a really positive experience with another exhibitor, etc. Take your chances with this one.

### 13. Hauling Your Stuff from the Dock to Your Booth (aka "freight handling" or "drayage")

If you plan on driving your booth & materials to the show via your own vehicle and...you have 200 lbs of stuff TOTAL, take advantage of our reduced cost **Man & Cart Service**. Visit [cahfconvention.com](http://cahfconvention.com) - click on the "Exhibitor Resources" tab then select "**Special Man & Cart Service**". Need more explanation on how drayage works? Visit [cahfconvention.com](http://cahfconvention.com) - select the "Exhibitor Resources" tab then click "Way Cool tips & Tricks" - select the article "You and Your Stuff".

### 14. Got Additional Questions?

Check out our convention website at [cahfconvention.com](http://cahfconvention.com) - there's a boatload of info under the "Exhibitor Resources" tab. Be sure to scroll to the bottom and take a look at the "Tips and Tricks" sections...LOTS of helpful info for making your show experience a success.

# Have a GREAT show!

