



November 4-6, 2019

New Orleans Marriott | New Orleans, LA

www.IndustrySummit.com

Exhibitor Service Kit

Exhibitor Customer Service Hotlines

(310) 717-0633

Mon-Fri, 8:30am-5:00pm PST

or (800) 576-8788

Mon-Fri, 8:30am-5:00pm PST

www.IndustrySummit.com

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Dear Industry Summit Exhibitor,

Thank you for choosing to exhibit at the 2019 Industry Summit being held at the New Orleans Marriott in New Orleans, LA.

We are pleased to provide you with our easy-to-use Exhibitor Service Kit. The kit is complete with a checklist of the pertinent services needed to ensure a successful and productive exhibition for your company.

EXHIBITOR STAFF REGISTRATION PROCEDURES

We have a new exciting registration process this year. You are no longer required to remember any login or password information. You will receive a link to your business's custom registration platform where you will be able register your staff, make any changes and keep track of your badges.

Exhibitors will be allotted badges based on the number of booth spaces or vehicle spaces purchased. If you go over your allotment of badges for staff or guests, you will need to purchase additional passes for \$895.00 per person.

BADGE PICK-UP COUNTER

Exhibitor badges will not be mailed. Badges will be available for pick-up starting at 5:00pm on Sunday, November 3rd and exhibitor move-in begins at 10:00am on Monday, November 4th. Staff that is on site solely for the purpose of installing or dismantling your booth do not need an exhibitor badge from your allotment. Instead they will be required to wear a temporary worker pass that is valid for move-in and move-out hours only. Temporary worker passes can be picked up at the main registration counters.

SHOW CONTRACTOR

We are excited to have Shepard Exposition as our contractor. Shepard provides excellent customer service and the same products and services you are familiar.

Many of the services provided are time-sensitive and offer pre-show discounts . . . ***read this kit carefully!***

If you have questions pertaining to the material enclosed, please contact me directly at 310-717-0633 or Marguerite.Hoffman@bobit.com.

Sincerely,

Marguerite Hoffman
Event Manager

STEP BY STEP GUIDE

1. Plan your exhibit using the checklist online at www.industrysummit.com/exhibit/service-kit.
2. Complete your forms by the deadlines.
3. Verify you have completed all items on your checklist.

Tips

- Read all emails from Show Management.
- Be sure to order by the advanced deadlines for the best rates.
- Use www.industrysummit.com as a resource where you'll find:
 - Sponsorship Information: From bag stuffers to networking events, investing in a sponsorship opportunity will increase your onsite exposure. <https://www.industrysummit.com/exhibit/become-a-sponsor>
 - Seminar Schedule: Don't forget that your exhibitor badge includes the seminars. Attend these to get a better understanding of your client's needs. <https://www.industrysummit.com/schedule/schedule>
 - Mobile App Listing- FREE!! The 2019 Industry Summit Mobile App download will be available on the website. [See page 18](#) of this kit for more information on how you can use this feature to your advantage!

MANDATORY FORMS CHECKLIST

Here is a list of the mandatory forms, orders and information that EVERY exhibitor must return.

Additional forms may be required depending on the configuration of your booth. Please review the complete Exhibitor Service Kit to determine which forms are necessary for you.

Booth Display Diagram - Due Friday, October 4, 2019

Return to Show Management

It is mandatory for exhibiting companies to provide a diagram of their booth display. This is to ensure your booth layout fits the booth you have selected and adheres to our Exhibitor Display Rules and Regulations.

See page 20 or www.industrysummit.com/exhibit/service-kit for more information.

Proof of Insurance - Due Friday, October 4, 2019

Return to Show Management

Exhibitors must deliver to Industry Summit and/or Bobit Business Media or their appointed representatives, a certificate/evidence of insurance.

See page 19 or <https://www.123formbuilder.com/form-4006111/> for more information.

Emergency Contact Information - Due Friday, October 4, 2019

Return to Show Management

It is MANDATORY that we have an onsite point-of-contact from your company for urgent issues while at show site. Please submit this form to designate your emergency contact.

See page 22 or <https://www.123formbuilder.com/form-4006187/> for an online form.

Highly Recommended!

Booth Staff Pre-Registration – Due November 3, 2019

Return to Custom registration

We have a new exciting registration process this year. You are no longer required to remember any login or password information. You will receive a link to your business's custom registration platform where you will be able register your staff, make any changes and keep track of your badges. Exhibitors will be allotted badges based on the number of booth spaces purchased. If you go over your allotment of badges for staff or guests, you will need to purchase additional passes for \$895.00 per person.

See page 23 or www.industrysummit.com/exhibit/service-kit for an online form.

Public Directory Form - Due Friday, October 4, 2019

The information submitted below will be used to describe your company to attendees in the following places (where applicable):

Show Website, Printed Badge and Mobile App.

Click here to submit your form: <https://www.123formbuilder.com/form-3988606/>

PRINT & POST QUICK REFERENCE SHEET

EXHIBITOR MOVE-IN

Monday, November 4, 2019 10:00AM - 5:00pm Exhibitor Move-In (All exhibits must be show ready by 5:00pm)

EXHIBIT HALL HOURS

Monday, November 4, 2019	6:00pm - 7:30pm	Opening Reception and Networking with Exhibitors
Tuesday, November 5, 2019	8:00am - 10:00am	Breakfast and Networking with Exhibitors
	11:30am - 12:30pm	Lunch and Networking with Exhibitors
	1:45pm - 2:00pm	Break & Networking with Exhibitors
	3:50pm - 4:20pm	Break & Networking with Exhibitors
Wednesday, November 6	6:00pm -- 7:30pm	Reception and Networking with Exhibitors
	8:00am - 9:00am	Breakfast and Networking with Exhibitors
	10:20am - 10:50am	Break & Networking with Exhibitors
	12:30pm - 2:00pm	Lunch and Networking with Exhibitors
	4:15pm - 4:45pm	Break & Networking with Exhibitors
	6:00pm - 7:30pm	Reception and Networking with Exhibitors

EXHIBITOR MOVE-OUT

Wednesday, November 6 7:30pm - 11:00pm Exhibitor Move-Out; Early Dismantle Prohibited; Overtime Rates Apply

* Exhibitors may hold meetings with customers at their booth during non-exhibit hall hours. All customers must have a badge and be escorted by the exhibitor to the booth.

IMPORTANT DEADLINES SNAPSHOT:

Not all deadlines are included below; please review the service kit for additional deadlines.

SHIPPING ADDRESSES:

[Exhibiting Company Name & Booth #]
Industry Summit
C/O UPSF/Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

October 4, 2019

- PSAV Overhead Rigging (Island booths only)
- Proof of Insurance **(MANDATORY)**
- Group Rate Hotel Reservations
- Discount Deadline for Shepard Rentals
- Emergency Contact Form **(MANDATORY)**
- Shepard Booth Cleaning
- Shepard Carpet Rental **(MANDATORY)**
- Shepard Furniture Rental
- Shepard Sign Order
- Shepard Labor (Installation & Dismantle)
- Shepard Ground Rigging/Forklift Rental
- Shepard Mobile (Vehicle) Spotting
- Plants and Floral
- Audio Visual and Computers
- Electrical Service
- Internet Services/Telecommunications
 - Exhibitor Appointed Contractor Form
 - Booth Display Diagram **(MANDATORY)**

Monday, October 28, 2019

- Deadline for Advance Warehouse Shipments without a Surcharge

November 3, 2019

- Lead Retrieval/Badge Scanners
- Exhibit Staff Pre-Registration

Advanced Warehouse

Shipments accepted on and between
October 4, 2019 – Monday, October 28, 2019
**Materials delivered October 29-November 1 should go to the advanced warehouse but may incur a surcharge charge.*

[Exhibiting Company Name & Booth #]
Industry Summit
C/O UPSF/Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

SHOW CODE: T168841119

Shipments accepted starting Monday, November 4, 2019 at 8:00am. * Shipments received at the New Orleans



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Marriott prior to 8:00am on November 4, 2019 will be refused and sent back to sender.

FRAUD WARNING

Industry Summit is committed to providing you with the best services and travel deals around. Bobit Business Media and MG Investment Group are the official producers of Industry Summit and work with the approved official vendors listed below.

OFFICIAL (APPROVED) VENDOR

Convention Plant Creations
Custom Registration, Inc.
ELITeXPO
HES Staff
LMG
PSAV
Rainprotection Insurance
Shepard Exposition Services

OFFICIAL VENDOR EMBLEM

Look for this emblem on email communications. When in doubt call Marguerite Hoffman at 310-717-0633 or email marguerite.hoffman@bobit.com



EXHIBITOR FRAUD WARNING!

Any offers from other third-party vendors or travel agencies are not endorsed by Industry Summit. These offers can be in the form of list rentals, e-mail blasts, ePromos, housing, travel – the list goes on. Don't be fooled by offers from other parties using the Industry Summit name – they are NOT affiliated with Industry Summit, Bobit Business Media, or MG Investment Group.

Below is a list of fraudulent companies that are known to target exhibitors, sponsors and attendees. Be aware there are **many more** scammers out there and if the offer seems too good to be true, it probably is. At the very least, please check the prospective vendor's rating at www.bbb.org.

SCAMMERS – Do not respond to these companies!

<u>Company Name</u>	<u>Website</u>
10 times	http://10times.com
Corporate Booking Services	http://allcbs.com
Exhibitor Housing Services	http://www.ehshousing.com
Global Housing Corp	http://www.globalhousingcorp.com
m+a Exhibition Database	http://www.expodatabase.com
m+a International Tradeshow Media	http://www.m-averlag.com/english
Trade India	http://www.tradeindia.com
Events in America	http://www.eventsinamerica.com

If you are contacted by a company you suspect to be fraudulent please contact Marguerite.Hoffman@bobit.com or call 310-717-0633.

Industry SUMMIT

BROUGHT TO YOU BY **F&I** **Showroom** **auto** **dealer**

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VENDOR CONTACT

Audio Visual

Andrew M. Winston
Sales Manager - PSAV®
Marriott New Orleans
555 Canal, New Orleans, LA 70130
PH: 504.613-1872
[PSAV New Orleans](#)

Décor/Furniture

Shepard Exposition Services
Contact: Customer Svc.
C/O Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

Electrical/Lighting

Andrew M. Winston
Sales Manager - PSAV®
Marriott New Orleans
555 Canal, New Orleans, LA 70130
PH: 504.613-1872
[PSAV Electrical Pricing](#)

Florist

Convention Plant Creations
827 Magazine Street
New Orleans, LA 70130
Ph: (800) 749-4524
Fx: (504) 524-5958
Felicia@conventionplant.com
www.conventionplant.com

Freight/Shipping

ELITExPO
Michael Reed
845 Commerce Drive
Southelgin, IL 60177
Ph: (800) 543-5484 ext. 3841
michaelr@elitexpo.com
<http://www.elitexpo.com/>

General Contractor

Shepard Exposition Services
Contact: Customer Svc.
C/O Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126
Event Code: T168841119

Hotel & Housing Information

The New Orleans Marriott
The New Orleans Marriott
555 Canal Street
New Orleans, LA 70130

Internet/Telecommunications

The New Orleans Marriott
The New Orleans Marriott
555 Canal Street
New Orleans, LA 70130

Lead Retrieval

Custom Registration, Inc.
2001 E Randol Mill Rd Ste. 135
Arlington, TX 76011
Phone: (817) 277-7791
Fax: (817) 277-7616
www.customreg.com/leads

Overhead Rigging

Andrew M. Winston
Sales Manager - PSAV®
Marriott New Orleans
555 Canal, New Orleans, LA 70130
PH: 504.613-1872
[PSAV New Orleans](#)

Registration

Custom Registration, Inc.
2001 E Randol Mill Rd Ste 135
Arlington, TX 76011
Ph: (817) 277-7187
Fax: (817) 277-7616
*(Phone registrations only, for questions call 800-576-8788)

Shipping/Receiving

See page 6 for Advance Warehouse and direct to Show Site information.

Industry SUMMIT

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SHOW MANAGEMENT CONTACT

Event Staff

Marguerite Hoffman
Event Manager
Phone: 310-717-0633
Email: marguerite.hoffman@bobit.com

Jane Swift
Event Assistant
Phone: 310-533-2538
Email: jane.swift@bobit.com

Irene Gruen
Director of Events
Phone: (310) 533-2561
Fax: (310) 533-2511
irene.gruen@bobit.com

Digital & Conference Staff

Kate Spatafora
Managing Editor
Phone: 631-561-7586
kspatafora@mgigmedia.com

Exhibit & Sponsor Sales

David Gesualdo, Show Chair
Industry Summit
Phone: (727) 947-4027
dgesualdo@mgigusa.com

Eric Gesualdo
National Sales Director
Industry Summit
Phone: (727) 612-8826
egesualdo@mgigusa.com

Sponsor Fulfillment

Marguerite Hoffman
Event Manager
Phone: (310) 717-0633
Email: marguerite.hoffman@bobit.com

GENERAL SHOW INFO & RULES A- Z

In addition to the following general rules and information, please review the following Rules and Regulation found in the [Online Service Kit](#).

Each exhibitor will be responsible for knowing and adhering to all policies and procedures outlined by show management and The New Orleans Marriott

AUDIO/VISUAL

Exhibitors requiring any audio/visual can make arrangements through PSAV. Please refer to online service kit for order forms or the vendor list for contact information.

ARRANGEMENT OF EXHIBITS

Industry Summit will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of an exhibitor. Exhibitors with an island booth must provide Industry Summit with a sample drawing or image of your booth display.

BOOTH DECORATION

Shepard Exposition Services is the Official Service Contractor for Industry Summit.

The exhibit hall has black carpet. It is optional for exhibitors to order carpet through Shepard Exposition Services or bring their own. Order forms may be found in the online service kit. Each exhibit space will automatically be provided with the following:

- 8' Backdrop, 3' Side Rail (in-line booths only)
- Drape Color: Red/White
- 7" x 44" One Line Company Identification Sign (in-line booths only)

*** Your booth does not come with a table, chairs, and electrical unless you purchased a package on your space agreement.**

If you selected a booth package it includes all of the above, in addition to:

- 6' draped table
- 2 side chairs
- 1 Wastebasket
- 1000 WATTS/10 AMPS electrical outlet

****Note:** On-site prices will be at least 25% higher and you can encounter delays to have your order filled. Pre-order and save time & money!

BANNER HANGING

Banner hanging is allowed exclusively for island and perimeter booths or areas specifically pre-approved by show management. PSAV, exclusively, provides all rigging in the convention area ceilings and hangs all signage that is attached to any part of the building including walls or ceilings. PSAV must receive all proposed rigging drawings no later than thirty (30) calendar days prior to scheduled load in. Failure of appropriate notifications will result in overtime rates.

BUSINESS CENTER

The New Orleans Marriott is proud to have a Fed Ex Business center onsite. The Fed Ex Business Center can handle shipping, mailing, faxing, photocopying and other important details.

CANCELLATION

Payment is refundable if Industry Summit is notified in writing postmarked on or before August 4, 2019, less a \$300 processing fee. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

CARTS/SUPPLIES

The convention center does NOT supply any equipment (e.g., carts, dollies, hand-trucks, pallet-jacks, forklifts, etc.). Also, the convention center does not provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit space. All material moving and cleaning must be arranged through Shepard Exposition Services.

DÉCOR/BALLOONS

Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the convention center.

Static helium balloon displays are permitted in the convention center. Helium balloons may NOT be used as giveaways. A labor charge will be assessed to retrieve a balloon from the exhibit hall or ballroom ceiling. Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.

In accordance with the Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).

Haze and smoke producing devices must use water-based fluids. The use of fog, haze, lasers and pyrotechnics must have fifteen (15) working days prior to event date for approval through the office of the Fire Marshal.

Stick-on decals (except name tags) may NOT be distributed or used in the convention center.



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Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the convention center.

CONTRACTED LABOR

All exhibitors must observe prevailing union regulations regarding use of union operators for equipment. Please review the Union Rules found in the Shepard Service Kit.

EARLY TEARDOWN

Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined show points for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. There are no exceptions. Exhibitor move-out is Wednesday, November 6, 2019 7:30pm - 11:00pm (overtime rates apply).

ELECTRICAL CONTRACTOR

PSAV is the official electrical provider for the show. They can assist in handling all of your electrical requirements. Please refer to online service kit for order forms or the vendor list for contact information.

EXHIBITOR ADMITTANCE/NON-SHOW HOURS

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. Badges must be worn at all times while in the exhibit hall. Exhibitor Badges will only be issued to those working in the booth. Those helping to set-up or to tear down the booth will be given temporary worker badges – which will not be valid during show hours. No one will be permitted to remain in the hall longer than one-half hour after the closing each night.

Show Management is not responsible for lost, damaged or stolen articles and strongly advises that items that can be carried be locked up each night.

EXHIBITOR REGISTRATION

Industry Summit has set-up on-line registration for your convenience! We have an exciting NEW registration process this year and you don't need to remember any login or password information!

The main contact listed on your contract will receive a Welcome email from: Industry Summit no-reply@customreg.com. This email will contain a unique link to your exhibitor registration platform where you will be able to allocate your complementary staff passes. If you did not receive your welcome email, please check your spam folders. Otherwise please call 800-576-8788 and we will be happy to resend.

We suggest you bookmark/save your registration portal URL to access, add or change registrants at any time. Also, save the Welcome email in case you log in from different devices. Please note that there will be absolutely no extra complimentary registrations awarded over your allotment. If you have used your allotment of complimentary registrations and require additional staff badges, you may purchase those



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passes through the registration link you will receive via email. Registration is offered at a discounted rate of \$895.00 per person.

FAQ's

There is a collection of the most commonly asked questions about Industry Summit available on our www.industrysummit.com/about/faqs if you have a question that is not listed there feel free to contact us at 800-576-8788, so that we can get the answer you need.

FLORAL & PLANT RENTALS

The official florist is Convention Plant Creations. Please refer to online service kit for order forms or the vendor list for contact information.

FOOD AND BEVERAGE SERVICES

The Marriott is the exclusive provider of food and beverage. All food and beverage intended for consumption within the convention center must be purchased through the Marriott. This includes any food or beverage sold, served, or distributed in the meeting rooms, booths, or other licensed space. No outside food or beverages may be brought into the hotel, meeting space or your booth. The Marriott provides a wide variety of food and beverage options for banquet service and booth catering, please view the catering order form in the online service kit to place your order.

FREIGHT/SHIPPING CARRIER

ELITeXPO is the Official Carrier for Industry Summit. Please refer to online service kit for order forms or the vendor list for contact information.

FREIGHT DELIVERY (For Advanced Shipping Only)

All advanced freight should be received at the Shepard Exposition Services warehouse no sooner than October 4, 2019 and no later than October 28, 2019. Label each piece and address all shipping documents as follows for shipments to the warehouse:

[Exhibiting Company Name & Booth #]
Industry Summit
C/O UPSF/Shepard Exposition Services
3761 Louisa Street
New Orleans, LA 70126

SHOW CODE: T168841119

GENERAL REGULATIONS

No part of the building shall be defaced in any manner, nor shall signs of other articles be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the building.

- **Balloons:** Static helium balloon displays are permitted in the convention center. Helium balloons may NOT be used as giveaways. **A labor charge will be assessed to retrieve a balloon from the exhibit hall or ballroom ceiling.** Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.
- **Convention Center :**
 - Stick-on decals (except name tags) may NOT be distributed or used in the convention center.
 - Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the convention center.
 - “Day tanks” of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and must be removed from the convention center at the close of daily activities. Storage of tanks is **not** allowed inside the building.
- **Fire Code:** In accordance with the Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- **Liability :** The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.
- **Signs and Decorations:** Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the convention center.
- **Smoking:** Smoking is prohibited in the Convention Facilities. This includes traditional cigarettes, cigars, vapors, and e-cigarettes.
- **Utilities:** The hotel will provide all utility services (electrical, water/drain and compressed air). The hotel reserves the right to inspect all exhibitor and production type equipment for safety and/or code compliance. All electrical equipment shall be “UL” listed and labeled. The hotel will be responsible for the installation and removal of all equipment, parts, fittings, connectors, etc., necessary to provide such utilities.
- **Vehicles:** Vehicles that are used as part of a display must have less than ¼ tank of fuel, or fewer than five (5) gallons, whichever is less. The tank must be sealed (taped) or have a locking gas cap. The positive battery cable must be disconnected from the battery and taped. You must provide keys to the vehicle to Exhibit Hall Management.

GENERAL BOOTH MOVE-IN SCHEDULE (Non-Vehicle Spaces)

Move in will take place on **Monday, November 4, 2019** from 10:00am-5:00pm. Exhibits must be show ready by 5:00pm on **Monday, November 4, 2019**.



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HOTEL ACCOMMODATIONS

The New Orleans Marriott has a limited number of discounted rooms at the rate of \$209single/double occupancy.

The New Orleans Marriott

555 Canal Street
New Orleans, LA 70130

Discount Group Rate: Starting at \$209/night*

Rates Expire: October 4, 2019

Book By Phone: 800-654-3990

Reference: Bobit Business Media

Book Online at: <https://www.industrysummit.com/venue/hotel>

LOADING DOCK

Exhibits, displays, and equipment must be brought into and taken from the exhibit hall via the loading dock only. Parking is NOT allowed at the loading dock. *You must unload your vehicle and immediately move it to the parking garage. During move-out you must have your things ready to load before you move your vehicle to the dock.* Vehicles are NOT allowed on the loading dock or the loading dock ramps.

MOVE-OUT

Exhibitor move-out is Wednesday, November 6, 2019 from 7:30pm - 11:00pm (overtime rates apply). Exhibitors will be held liable for any handling and/or storage charges resulting from failure to remove their exhibit from the exposition center within the allocated times. Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined show points for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. There are no exceptions.

****Overtime-labor rates are in effect after 5:00pm on weekdays and all hours Saturday and Sunday.**

All exhibitors with outbound shipments must obtain a bill of lading from Shepard Exposition Services. Shepard offers complimentary pre-printing of these items. To take advantage of this service, complete the Outbound Bill of Lading/Shipping Label Request Form found in the Shepard Service Kit and return to Shepard. Your pre-printed BOL and labels will be delivered to your booth prior to the close on the show.

All UPS shipments must go out through the Fed Ex Business Center. Exhibitors using UPS and FedEx are responsible for carrying their packages to the Fed Ex Business Center prior to 6:00pm or the following morning at starting at 7:30am . UPS packages left in the exhibit hall will incur additional fees.

See more information on outbound shipping at www.industrysummit.com/exhibit/service-kit.

SECURITY

Show Management will arrange for general security during the exhibition. While show management makes every effort to ensure that the exhibition area is completely closed to unauthorized personnel during non-show hours, we advise companies to remove items that are able to be hand carried out at the close of hall hours each day.

STORAGE

Empty containers and storage items will be handled through Shepard. Please do not store containers, boxes and crates behind booth walls. It is a violation of fire codes and creates an unsightly and unprofessional image for the show and your company.

SUBLETTING SPACE

No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any exhibiting firm to solicit business or take orders in his space.

VEHICLE DISPLAY RULES & REGULATIONS

Liquid or gas fueled vehicles, boats or other motor-craft shall not be located indoors except as follows:

- Less than ¼ tank of fuel, or fewer than five (5) gallons, whichever is less.
- The tank must be sealed (taped) or have a locking gas cap.
- The positive battery cable must be disconnected from the battery and taped.
- Vehicles, boats or other motor-craft equipment shall not be fueled or defueled within the building.



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PUBLIC DIRECTORY FORM

Deadline: October 4, 2019

Industry Summit is pleased to present sponsors and exhibitors with our complimentary mobile app package, which provides you with the most technologically advanced method of promoting your company, products and services.

Please use this link to update your company contact information, business categories and company description: <http://www.123formbuilder.com/form-3988606/2019-industry-summit-public-directory>

The information submitted will be used to describe your company to attendees on the show website, printed badge and mobile app.

As we get closer to the event, you will receive a login/password credentials from Core-Apps directly. It allows you to access your companies own web portal where you can:

- Edit your company contact information.
- Upload logo to appear on the exhibitor information page.
- Upload as many downloadable .pdf documents as you wish.
- Maintain and update mobile app content all year long.

This opportunity is for you to market your business all year around in the mobile app. Take action and upload company materials (.pdf only) and a logo to brand your company's mobile app detail page.

CERTIFICATE OF INSURANCE MANDATORY

Deadline: October 4, 2019



This form is also available online.

Submit Online: <http://www.123formbuilder.com/form-4006111/2019-industry-summit-certificate-of-insurance>

Rainprotection Insurance is the official insurance management company for Industry Summit. In addition to being able to provide exhibitors with insurance, Rainprotection is also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance.

Mandatory Coverage

Exhibitor Liability Insurance Requirements

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with the following requirements:

- Minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- This insurance must be in force during the lease dates of the event, November 4-6, 2019, naming Bobit Business Media/Industry Summit (3520 Challenger St. Torrance, CA 90503) as the certificate holder.
- The Additional Insured must read as follows: Bobit Business Media/Industry Summit, The New Orleans Marriott LLC and Shepard Exposition Services

NON USA EXHIBITORS - Address and Phone Number instructions:

If you have your own insurance, please submit a copy to Sales@rainprotection.net by October 4, 2019
If you do not have your own liability insurance you can purchase it for \$99 through Rainprotection.
[Click here to purchase your liability insurance.](#)

When filling in your company information it will ask for a phone number and address. Please use the following:
Address: **The New Orleans Marriott**, 555 Canal Street, New Orleans, LA 70130

Mandatory Coverage

Workers Compensation/Employers Liability

As a standard requirement based in the state you are domiciled in, you are required to provide proof of Workers Compensation insurance with limits not less than \$1,000,000 for each occurrence. This insurance cannot be purchased from Rainprotection Insurance. Please submit a copy to Sales@rainprotection.net.

Optional Additional Coverage

Rainprotection offers affordable short term Equipment/Merchandise/Display Insurance. All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition. [Click here to complete and return the Enrollment Form.](#)

Industry SUMMIT

BROUGHT TO YOU BY **F&I** **Showroom** **auto dealer**

November 4-6, 2019

New Orleans Marriott | New Orleans, LA

www.IndustrySummit.com

BOOTH DISPLAY DIAGRAM MANDATORY

Deadline: October 4, 2019

This form is not available online. Please print, handwrite, sign and return to Marguerite.hoffman@bobit.com.

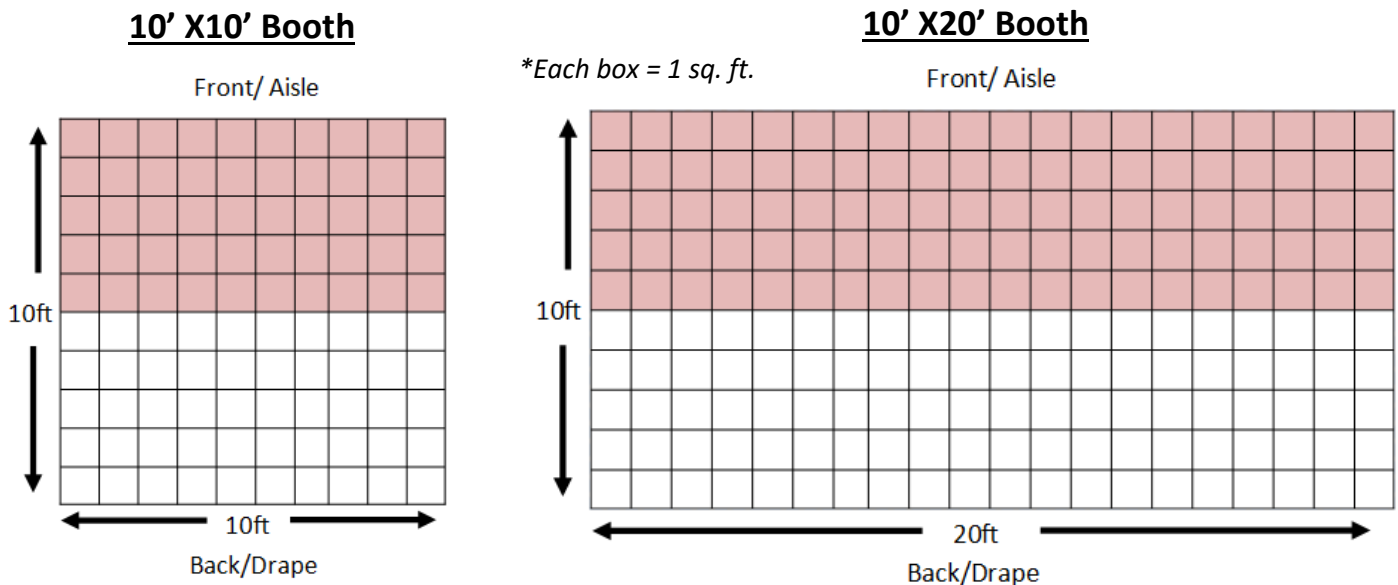
Booth Display Diagram

It is **mandatory** for all exhibiting companies to provide a diagram of their booth display. This is to ensure your booth layout fits the booth you have selected and adheres to our [Exhibitor Display Rules and Regulations](#). Please be sure to review the rules and regulations prior to move-in.

Draw your booth set up using the grid and display guidelines on the following pages or you may submit your own CAD. Label all items that will be included in your display such as banners, tables, chairs, audiovisual (including height of each) and submit your diagram to Marguerite.hoffman@bobit.com by **October 4, 2019**.

Booth Display Diagram – For Inline Booths

Company Name: _____



Display Rules

- Items placed in the front half (i.e. 5ft) of your booth must be under 4ft tall. This is the shaded pink area.
- Tables and chairs should be placed in the back half of your booth, so your booth visitors are not congregating in the aisle.
- Floor standing objects must be no taller than 8ft including your backdrop/display, signs, etc.

Perimeter Booths

- The above display rules apply, except perimeter booths are permitted to have floor standing objects no taller than 12ft and may hang a banner at a height of 16ft from the floor to the bottom of the banner.

Booth Display Diagram – For Island Booths (400 square ft. or larger)

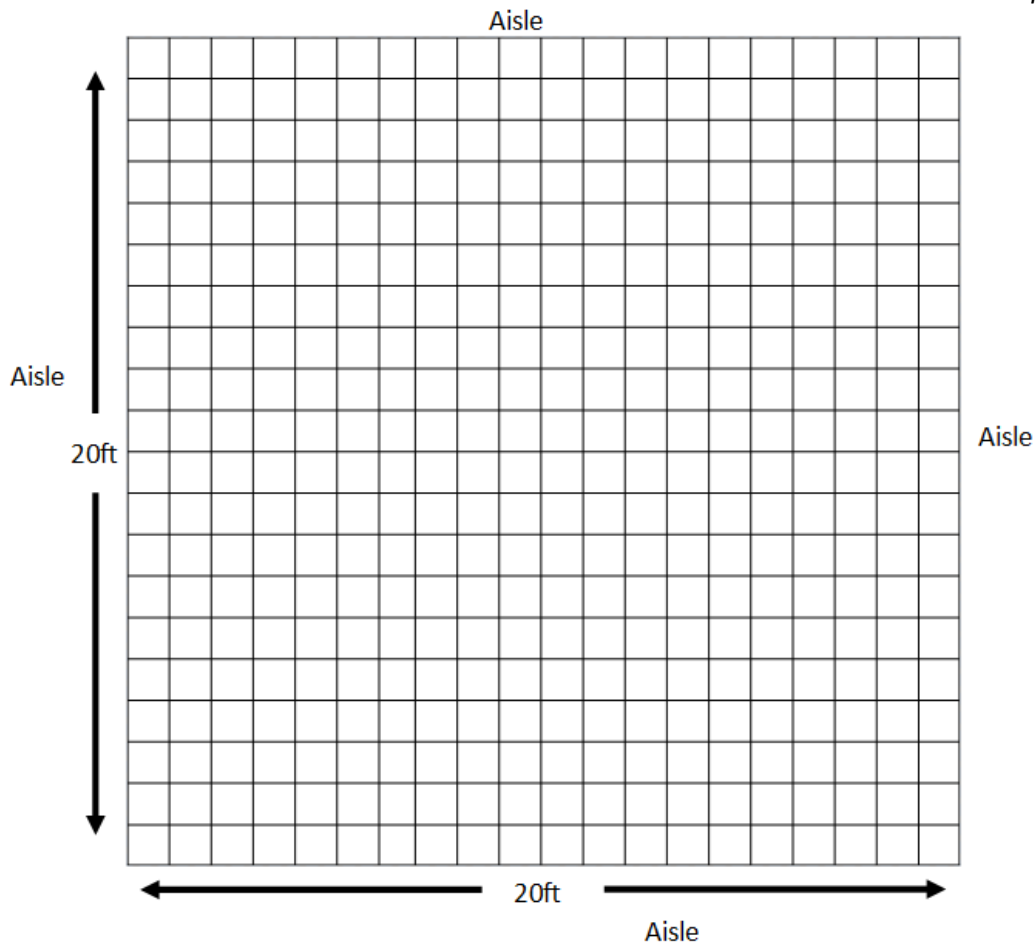
Company Name:

Draw your booth set up using the grid and display guidelines on the following pages or you may submit your own CAD. Label all items that will be included in your display such as banners, tables, chairs, audiovisual (including height of each) and submit your diagram to Marguerite.hoffman@bobit.com by **October 4, 2019**.

Island Booth

The ceiling height in the exhibit hall is 22ft tall.

*Each box = 1 sq. ft.



Display Rules

- A maximum height range of 16ft is permitted for floor standing items.
- Banner hanging is permitted and will be hung at the height of 16ft from the floor to the bottom of the banner. The banner must be hung directly over the booth and back 10ft from neighboring booths.
- Double-sided or rotating banners, signs, and graphics must be set at least 10ft away from other booths.

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EMERGENCY CONTACT INFO **MANDATORY**

Deadline: October 4, 2019



This form is also available online. No need to print, handwrite and fax!

Submit Online: <http://www.123formbuilder.com/form-4006187/2019-industry-summit-emergency-contact-information>

It is important that we have an onsite point-of-contact contact from your company for urgent issues while at the show. Please submit this form online to designate your emergency contact.

Please note: If you have not submitted a valid emergency contact, you will not be permitted to move-in to the exhibit hall.

Your Contact for This Item

Jane Swift, Event Assistant

jane.swift@bobit.com

(310) 533-2538



November 4-6, 2019

New Orleans Marriott | New Orleans, LA

www.IndustrySummit.com

EXHIBITOR STAFF PRE-REGISTRATION

For your convenience the online exhibitor registration system allows you to add, edit and delete registrations for your booth space.

PRE-REGISTRATION DEADLINE: November 3, 2019

All registrations after November 3, 2019 will be handled onsite.

We have an exciting NEW registration process this year and you don't need to remember any login or password information!

The main contact listed on your contract will receive a Welcome email from: Industry Summit no-reply@customreg.com. This email will contain a unique link to your exhibitor registration platform where you will be able to allocate your complementary staff passes.

If you did not receive your welcome email, please check your spam folders. Otherwise please call 800-576-8788 and we will be happy to resend.

We suggest you bookmark/save your registration portal URL to access, add or change registrants at any time. Also, save the Welcome email in case you log in from different devices.

BADGE ALLOTMENTS:

Please refer to your exhibitor/sponsor agreement for your number of complimentary badges. You can also access this information through the online exhibitor registration system, which will indicate your number of complimentary badges.

Once you have used your allotment, you may purchase additional passes using the online exhibitor registration for \$895 each.

Exhibitor Badges will only be issued to those working in the booth. Please do not register guests under this category. If you do not have a booth, register as a Full Show Sponsor Pass.

Your Contact for This Item
Jane Swift, Event Assistant
jane.swift@bobit.com
(310) 533-2538

HOTEL AND TRAVEL INFORMATION

Deadline: October 4, 2019

Make your hotel reservations now! The New Orleans Marriott has set up special rates for Industry Summit attendees. Hurry, availability is limited and rates expire October 4, 2019.



The New Orleans Marriott has a limited number of discounted rooms at the rate of \$209 +taxes & fees single/double occupancy.

The New Orleans Marriott

555 Canal Street
New Orleans, LA 70130

Discount Group Rate: Starting at \$209/night* +taxes & fees

Rates Expire: October 4, 2019

Book By Phone: 800-654-3990.

Book Online at: <https://www.industrysummit.com/venue/hotel>

Reference Group Code: Bobit Business Media

BE AWARE OF TRAVEL SCAMS!

Industry Summit is committed to providing you with the best travel deals around. Industry Summit Show Management is the official travel provider for the conference and does not work with an outside third-party vendor. The New Orleans Marriott is the official host hotel. Any offers from other hotels and/or travel agencies are not endorsed by Industry Summit. Don't be fooled by offers from other parties using the F&I, Industry Summit name – they are NOT affiliated with F&I, Industry Summit, Bobit Business Media, or MG Investment Group. Remember, if the offer seems too good to be true, it probably is. At the very least, prior to booking with a party other than Industry Summit, please check the prospective vendor's rating at www.bbb.org.



November 4-6, 2019

New Orleans Marriott | New Orleans, LA

www.IndustrySummit.com

SHIPPING GUIDELINES

Detailed information is included in the Shepard Service Kit including shipping labels, material handling authorization and storage forms.

Shepard Advance Warehouse

First Day for warehouse deliveries (without surcharge): **Friday, October 4, 2019**

Last Day for warehouse deliveries (without surcharge): **Monday, October 28, 2019**

** Freight delivered October 29- November 3rd should go to the advance warehouse, but will incur a surcharge for late delivery.*

SHIP TO:

[Exhibiting Company Name & Booth #]

Industry Summit

C/O UPSF/Shepard Exposition Services

3761 Louisa Street

New Orleans, LA 70126

SHOW CODE: T168841119

Direct to Show Site

Shipments will be received onsite **starting Monday, November 4, 2019 8:00am**. Shipments that arrive at the Marriott prior to 8:00am on November 4th will be refused and sent back to sender at the expense of the exhibitor.

Marriott Canal Street

Attn: Industry Summit/ **COMPANY NAME**

555 Canal Street

New Orleans, LA 70130

SHIPPING CHECKLIST

Be sure to complete the following forms in the Shepard Service Kit.

- Credit Card Authorization Form
- Material Handling Authorization Form
- Fill out the shipping labels and adhere to each package