



Exhibitor Services Manual Table of Contents

Waste Expo

Las Vegas Convention Center • June 9 - 11, 2009

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Exhibitor Check List of Important Dates
List of Service Contractors
Key Personnel

MOVE-IN/GENERAL INFORMATION SECTION

↳ Targeted Move-In Schedule (**WasteExpo 2009 Floor Plan**)

- Accessibility for Disabled
- Air Freight
- Airport Transportation/Travel
- Backwall Drapes
- Buyer Assistance Program
- Children in the Exhibit Hall
- Crate Storage
- Demonstrations
- Exhibit Service Manuals
- Exhibitor Appointed Contractors
- Exhibitor Parking
- Exhibit Hall Hours
- First Time Exhibitor's Facts
- Floor Manager
- Freight
- Frequently Asked Questions
- Hanging Signs
- Hospitality
- Hotel Shuttle Service
- Key Personnel
- Mobile Washing Facilities
- Music Copyright Compliance
- Recycling Program
- Registration Hours
- Safety Inspection
- Security
- Show Colors
- Trailer Restrictions
- Truck Marshaling Yard

EXHIBITOR APPOINTED CONTRACTOR

- Use of Exhibitor Appointed Contractors

RULES & REGULATIONS

- Terms and Conditions of Space Contract
- Proof of Insurance
- IAEM Display Guideline
- Safety Inspection - Sample
- Motor Vehicle Fuel Tank Requirements
- Music Copyright Compliance

INTERNATIONAL

- International Shipping Information

GES EXPOSITION SERVICES FORMS

- Quick Facts
- Order Form
- Price Sheet
- Special Booth Package
- Booth Rental and Furnishings
- Booth Carpeting and Cleaning
- Signs & Graphics
- Labor Jurisdictions
- Fire & Safety
- Installation & Dismantle Services
- Hanging Signs
- Third Party Authorization
- Air Freight Forwarding
- Rigging & Freight
- Freight Labor Order Form & Price Sheet
- Mobile Wash
- Tire Wash/Dressing
- Shipping Labels
- Marshaling Yard Directions & Information
- Payment & Labor
- Material Handling Conditions
- International Exhibitors Information

SECURITY

- Security Information
- Additional Security Order Form

ELECTRICAL/PHONE/INTERNET

- Electrical
- Plumbing
- Telecommunications
- Internet Service

EXHIBITOR BADGES/HOTEL

- Exhibitor Badge Registration Form & Guidelines-Link
- Hotel Choices with descriptions, costs and local area map
- Hospitality Function Notification Form
- Lead Retrieval Forms

MOVE-OUT INFORMATION

- Schedule

MISCELLANEOUS

- Audio Visual/Computer Rental Form
- Catering/Food Services
- Floral/Plant Order Form
- Photography Order Form
- Models/Hostess

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CHECK LIST FOR SERVICES

SERVICE	ORDER BY For Discounted Prices	TAB
Xpress - Lead Retrieval	May 1	Exhibitor Badges/ Hotel & Travel
EXHIBITOR PROOF OF INSURANCE	May 8	Rules & Regulations
Exhibitor Badges/Customer Registration	May 8	Exhibitor Badges/ Hotel & Travel
Hotel Reservations	May 12	Exhibitor Badges/ Hotel & Travel
Telephone/Internet	May 14	Electrical/Phone/Internet
Request to Use an Exhibitor Appointed Contractor	May 14	Exhibitor Appointed Contractor
Certificate of Insurance from Exhibitor Appointed Contractor	May 14	Exhibitor Appointed Contractor
Electrical	May 14	Electrical/Phone/Internet
Order Labor	May 14	GES Exposition Services
Booth Furnishings/Carpet/Signs	May 14	GES Exposition Services
Booth Cleaning	May 14	GES Exposition Services
Mobile Wash	May 14	GES Exposition Services
Tire Washing/Dressing	May 14	GES Exposition Services
Ground/Air Transportation	May 14	GES Exposition Services
Advance Shipment (to Warehouse)	June 1	GES Exposition Services
Direct Shipment (to Convention Center)	See Target Floor Plan	General Information
INTERNATIONAL SHIPPING	♦	International
Marketing Handbook	♦	General Information
Photographer	♦	Miscellaneous
Floral	May 25	Miscellaneous
Aramark – Food Service	May 10	GES Exposition Services
Audio Visual/Computers	May 22	Miscellaneous
Models/Hostess	♦	Miscellaneous



OFFICIAL CONTRACTORS

An "Official Contractor" is a service organization designated by Show Management to provide services necessary to the operation of the event. Listed below are the "Official Contractors" appointed for WASTE EXPO 2009.

AUDIO VISUAL/COMPUTER

Freeman AV
4545 W. Davis St.
Dallas, TX 75211
Phone: 214-623-1300 Fax: 214-337-5631

CATERING

ARAMARK
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

ELECTRICAL/PLUMBING

TSE/GES

7000 Lindell Road
Las Vegas, NV 89118
Phone: 800-475-2098

INTERNET/PHONE

SmartCity-Las Vegas Convention Center
3720 Howard Hughes Pkwy.
Las Vegas, NV 89109
Phone: 888-446-6911

EXHIBIT SERVICES CONTRACTOR

GES EXPOSITION SERVICES COMPANY
National Servicenter
7000 Lindell Road
Las Vegas, NV 89118-4702
Phone: 800-475-2098
Fax: 866-329-1437
International: 702-515-5970
International Fax: 702-263-1520

FLORIST

FLORAL EXHIBITS LTD.
1420 South Rockwell
Chicago, IL 60608
Phone: 773-277-1888 Fax: 773-277-1919

GROUND & AIR TRANSPORTATION SERVICES

GES LOGISTICS
888-454-4437

HOUSING

WASTE EXPO TRAVEL DESK
Travel Technology Group
110 West Hubbard Street
Chicago, IL 60610
Phone: (800) 727-2467; International 312-537-7300
Fax: (312) 329-9513

PHOTOGRAPHER

Call for Show Management for suggestions (Mary Ann Troiano 203-358-3717)

SALES LEAD RETRIEVAL

XPRESS Lead Pro

CDS
107 Waterhouse Road
Bourne, MA 02532
Phone: 800-746-9734

SECURITY

Pro-Tect
3511 S. Eastern Ave.
Las Vegas, NV 89169
Phone: 702-735-0110



KEY PERSONNEL

If You Have Questions About:	Call The Following Person:	Phone Number
Exhibit Hall Questions Regarding This Manual	MARY ANN TROIANO Operations Director Penton Media Maryann.troiano@penton.com	(203) 358-3717 Fax: (203) 358-5816
Booth Sales Sponsorships	MARC ACAMPORA Sales Manager Marc.acampora@penton.com DEBRA BUSBY Sales Manager Debra.busby@penton.com Denise LeFlamme Sales Executive Denise.LeFalmme@penton.com Penton Media	(203) 358-4384 (203) 358-4153 (530) 823-1125
Directory Listing Directory Username & password VIP Tickets	Sandra Nordholm Sandra.nordholm@penton.com CATHERINE CAMPFIELD Show Coordinator Penton Media	(203)358-4305 (203) 358-4128
Education Program	Alice Jacobsohn Manager, Education EIA	800-424-2869
Registration X-Press (lead retrieval)	Convention Data Services (CDS)	800-746-9734 Fax:(508) 759-4238