

EXHIBITOR WEBINAR WITH HARGROVE



Your Hargrove Team

Hargrove Exhibitor Services

- Courtney Caro, Manager Exhibitor Services
- Rhyanna Cleckley, Lead Exhibitor Services Representative
- Jamilla Keene, Exhibitor Services Representative
Shannon Kelley, Exhibitor Services Representative

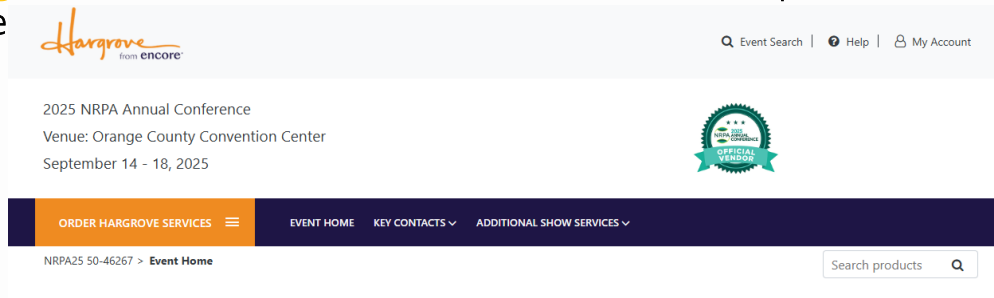
Hargrove Shipping

- Shara Kennedy, Exhibitor Services Coordinator
- Stephanie Williams, Exhibitor Services Coordinator



Navigating the Online Store

If you have not received your login information, please either Go to www.hargroveinc.boomerecommerce.com and click the Help button to request login assistance



Email exhibitorservice@hargroveinc.com to request login assistance
Once logged in you will have full access to the exhibitor manual and online ordering.
Ordering is as easy as selecting on the product you wish to order, adding it to your cart and checking out.
An order is not placed until you check out
Credit card payment is required at time of ordering



Important Dates

- Tuesday, August 12- Advance Warehouse Opens
- Thursday, August 21– Advance Ordering/Discounted Pricing Ends
- Thursday, September 4– Online Ordering Closes/Carpet Order Deadline
 - Per show management, exhibitors must carpet their booth space(s) at their own expense; carpeting may be ordered from Hargrove. If you are providing your own floor covering, please submit the Carpet Affidavit found in the online store.
 - Orders can be placed after September 4 by contacting Exhibitor Services exhibitorservice@hargroveinc.com 301.306.4627
- Tuesday, September 9 – Advance Warehouse Closes
- Sunday, September 14 – Direct Shipping Begins
- Exhibitor Move In
 - Sunday, September 14, 8:00am – 4:30pm
 - Monday, September 15, 8:00am – 7:30pm
- Show Hours
 - Tuesday, September 16, 10:30am – 4:30pm
 - Wednesday, September 17, 10:30am – 3:00pm
- Exhibitor Move Out
 - Wednesday, September 17, 3:00pm – 9:00pm
 - Thursday, Thursday, September 18, 8:00am-4:30pm



Exhibitor Appointed Contractors (EACs)/Certificates of Insurance/Third Parties

What is an exhibitor appointed contractor (EAC)?

An Exhibitor Appointed Contractor (EAC) is an Install and Dismantle Company (I&D) used by exhibitors to set up and dismantle booth properties and submit Material Handling Agreements at the close of the show.

Hargrove require exhibitors to submit the Notice of Intent to Use an EAC form (NOI) contains information on what qualifies as an approved EAC and requirements for the Certificate of Insurance (COI). The NOI must include the exhibitor's signature and is due 30 days prior to Exhibitor Move-In. The exhibitor is responsible for initiating this document with the EAC and submitting the form. The NOI is not to be sent to the contractor.

The Notice of Intent to Hire form can be found in the online store under Exhibitor Appointed Contractors (EACs) & Third Parties

Certificates of Insurances are only accepted electronically and must be submitted to CertFocus by Vertikal for compliance checking. There is a fee of \$21 and COI must be submitted no later than 14 days prior to move in

In some cases, Show Management will include an EAC form of their own in the service kit. The two forms are not interchangeable. We can only accept the Hargrove EAC form.

What is a Third Party?

An exhibitor may arrange for an exhibit house or such other third party to handle their billing by choosing that option in the Notice of Intent to Hire form. As the exhibitor, you are responsible for all charges incurred at the show should your third party fail to meet the required payment terms.



Material Handling/Drayage

What is Material Handling/Drayage?

The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to Hargrove's advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice. Material Handling rates and Information and Hints can be found in the Shipping & Material Handling section of the online exhibitor manual. [Additional Information > Material Handling > Material Handling Information & Hints](#)

Tips that can save you money:

- Read the shipping and material handling section carefully as it explains surcharges that may be assessed for special handling or late shipments.

- Pay attention to deadline dates. If your shipment arrives to the advance warehouse after the published deadline date surcharges will apply.

- Loose, pad wrapped and uncrated materials require more labor time and special handling fees may be assessed.

- It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately you are charged the minimum on each shipment



Union Rules and Regulations

Orlando

Exhibit Installation and Dismantling

Hargrove currently has an agreement with the Local 835 Union to provide labor for display and dismantling. Full time employees of the exhibiting company may set their own exhibits without assistance from this local union. Labor services that may be required beyond what your regular full-time employees can provide, may be carried out by the union and orders placed for labor via the online storefront or onsite at the Hargrove Service Desk.

Material Handling

Full time employees of the exhibiting company may hand-carry their own materials into the exhibit venue without the use of dollies, hand trucks or other mechanical equipment. Hargrove currently has an agreement with Local 835 Union and will control access to the loading docks, manage the unloading and loading of freight and the operation of all mobile equipment.



Hanging Signs

- Hanging signs are only permitted for island booths 400 square feet or larger
- Rigging is provided by the OCCC and can be ordered via their website
- Assembly and Disassembly labor to build and dismantle hanging signs can be ordered through Hargrove

Ancillary Services

Ordering links for ancillary services such as electric and internet can be found in the online storefront under Additional Show Services

