



The Business Show & B2B Marketing Expo Miami 2025

Exhibitor Frequently Asked Questions

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Access Schedule: Pipe and Drape Booths

Set Up:

Tuesday, May 6 | 11:00 - 16:00

Show Open:

Wednesday, May 7 | 10:00 - 17:00 (Exhibitor access from 08:00 for final booth touches only)

Thursday, May 8 | 10:00 - 16:00 (Exhibitor access from 08:00 for final booth touches only)

Breakdown:

Thursday, May 8 | 16:30 - 20:00

Setup & Show Day Guidelines

- Exhibitors must set up their booth on Tuesday, May 6, between 11:00 and 16:00.
- On Wednesday, May 7, exhibitor access from 08:00 - 09:30 is strictly for final booth preparations - no building is permitted.
- All booths must be fully set up by 09:30 on Wednesday, May 7.

Hand-Carry Package Policy

- Exhibitors carrying packages by hand can enter the MBCC via the main Convention Center Drive west entrance and Washington Ave east entrance.
- **Allowed:** Small roller-type bags (FAA carry-on size) can be brought in via the pedestrian entrance, through the front of the hall.
- **Not Allowed:** Trolleys or carts. These must be brought in via the loading dock, which may incur a [Material Handling charge](#) depending on certain factors.

Access Schedule: Space Only / Raw Booths

Set Up:

Monday, May 5 | 14:00 - 16:00 (EACs Only)

Tuesday, May 6 | 08:00 - 16:00 (EACs Only before 11:00)

Show Open:

Wednesday, May 7 | 10:00 - 17:00 (Exhibitor access from 08:00 for final touches only)

Thursday, May 8 | 10:00 - 16:00 (Exhibitor access from 08:00 for final touches only)

Breakdown:

Thursday, May 8 | 16:30 - 20:00

Setup & Show Day Guidelines

- The designated labor entrance for EACs is located at the southeast corner of the MBCC building, on Washington Avenue and 18th Street.
- Exhibitors must have their booth fully set up by 16:00 on Tuesday, May 6.
- On Wednesday, May 7, exhibitor access from 08:00 - 09:30 is strictly for final booth preparations - no building is allowed.
- All booths must be fully set up by 09:30 on Wednesday, May 7.

Hand-Carry Package Policy

- Exhibitors carrying packages by hand can enter the MBCC via the main Convention Center Drive west entrance and Washington Ave east entrance.
- **Allowed:** Small roller-type bags (FAA carry-on size) can be brought in via the pedestrian entrance, through the front of the hall.
- **Not Allowed:** Trolleys or carts. These must be brought in via the loading dock, which may incur a [Material Handling charge](#) depending on certain factors.

ADA (Americans with Disabilities Act)

Accessible parking spaces are available at the MBCC on-site parking garage with direct access to elevators connecting to all levels at the MBCC. Additional accessible parking spaces complying with ADA needs are conveniently located within the immediate vicinity of the MBCC.

Air Conditioning

The hall will be air conditioned during Show Days.

Animals

In accordance with the Americans with Disabilities Act (ADA), service animals are trained to do work or perform tasks for the benefit of an individual with a disability. Emotional support animals are often used as part of a medical treatment plan (i.e. therapy animals), they are not considered service animals under the ADA. Emotional support animals are permitted within the non-event spaces and may be restricted by Show Management.

Animals approved to be on the premises must meet the following guidelines:

- Animal(s) must be on a leash at all times;
- Animal(s) must be under constant control at all times;
- The owner or handler will be fully responsible for their animal(s) & relief area.

Audio Visual



Official supplier: SMARTSOURCE

You can view the SmartSource catalogue and order items [here](#) using the code 'BSMI0525', or via the link in the Exhibitor Portal, under 'Supplier List'. Early bird pricing ends on **April 16, 2025**. All orders must be placed before **April 30, 2025**. It's strongly recommended to order in advance to ensure availability of your requested items.

Balloons

To mitigate damage to the MBCC's safety laser detectors and air handlers, helium-filled balloons and blimps are not permitted. Static air-filled balloons may be used for decoration. If you intend to use static balloons on your booth please let your Account Manager know.

Build Up & Breakdown

During load-in and load-out, all spaces including halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. The following are strictly prohibited:

- Alcoholic beverages;
- Possession or use of controlled substances of any kind;
- Speeding or reckless use of vehicles or equipment;
- Irresponsible behavior;
- Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages;
- Children under eighteen (18) years of age.

Exhibitors hand-carrying packages can enter and leave the MBCC. Smaller roller-type bags (i.e. the size of carry-on luggage approved by the FAA) are authorized to enter the main Convention Center Drive west entrance and the Washington Ave east entrance. No trolleys or carts are allowed.

Catering

Exclusively provided by: Sodexo Live!



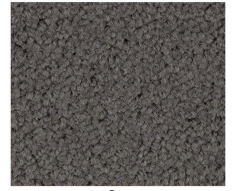
Catering and concessions for your booth are exclusive to Sodexo Live! on the MBCC Campus. You are able to view Sodexo Live!'s catalogue and order items from the 'Booth Catering' link in the Exhibitor Portal, under 'Supplier List', or via [this link](#).

Outside food and beverages, including alcohol, will not be permitted into the MBCC for personal consumption. For information about Food and/or Beverage sampling, click [here](#).

Carpet / Booth Flooring

Pipe and Drape booths will be carpeted in gray (see image on right), unless otherwise arranged directly with Freeman.

Space Only booths are required to provide their own flooring for the entirety of the booth, in line with venue regulations. This is available to order through [Freeman](#).



Note, the aisles of the show will not be carpeted in order to be more sustainable.

CBD, Hemp and Marijuana

The display, sale or sampling of any consumable (edible/ingestible) CBD products and/or cannabis-derived CBD products is **strictly prohibited**. Consumption of marijuana or cannabis products is not permitted within the venue space, loading docks or public areas.

Compulsory Booth Form

All exhibitors are required to complete and return the Compulsory Booth Form, available for download on the Exhibitor Portal under 'Compulsory Form', or from your Account Manager. This needs to be submitted to your Account Manager, along with a copy of your insurance, no later than **Monday, 5 April, 2025**.

Data Collection

Jonas Event Technology, the official registration provider, offers a lead retrieval service that enables exhibitors to scan attendee and fellow exhibitor badges to collect contact information provided at event registration. Using a data collection service is a great way to maximize your time and efficiently capture leads during the show.

- The app is compatible with smartphones and tablets with a camera.
- Orders can be placed [here](#), or through the Exhibitor Portal under the 'Supplier List'.
- Discounts are available for multiple licenses.
- More information on the service can be found [here](#).
- An internet connection / mobile data is required to set up the application and login, however is not required once it is set up and logged in, to use the scanner during the event. It will sync the data once reconnected. There is free WiFi available within the lobby of the venue.
- A user guide with instructions on how to make the best use of app features can be found [here](#).

Deliveries

There are two options for delivering materials to your booth: shipping in advance to the Freeman Advance Warehouse or sending them directly to the Miami Beach Convention Center for arrival during load-in. More information including shipping labels can be [found here](#).

Advance Warehouse

Ship early to avoid delays and save money by using Freeman's Advance Warehouse. Your materials will be stored in advance and delivered to your booth, ready for build-up on **Tuesday, May 6, 2025**. Freeman will accept crated, boxed, or skidded materials beginning **April 07, 2025**. Items arriving after **April 30, 2025**, will incur an additional late fee. Please note that the warehouse does not accept uncrated freight, hazardous materials, or select items, such as those requiring refrigeration or frozen storage.

Direct to Show Site

Alternatively, you can ship materials directly to the Miami Beach Convention Center. Freeman will begin accepting shipments at the exhibit facility on **Monday, May 5, 2025**. Shipments arriving before this date may be refused, and any additional charges incurred will be the exhibitor's responsibility.

Additional Information

- **Material Handling Fees:** Both delivery options require [material handling services](#), which involves an additional fee. This is the moving of items from the loading dock to your booth space.
- **Shipping Services:** You may use [Freeman Transportation](#) for a streamlined process, or arrange delivery with another courier service of your choice.

Electric

Exclusively provided by: Edd Helms



You can view available connections and place your order through the link in the Exhibitor Portal, under 'Supplier List', or [here](#).

- After signing up for your booth, Edd Helms will provide you with login details via email within 5 working days.
- If you need assistance before receiving your details, contact Edd Helms directly using the below details.

Key Deadlines & Assistance

- Early Bird Discount Deadline: **April 4, 2025**.
- For questions about Edd Helms services, call 954-595-1600 or email tradeshows@eddhelms.com.

Important Notes

- Power is installed at the rear of the booth by default.
- If power distribution is needed elsewhere in your booth, a labor charge applies (minimum 1 hour for installation and ½ hour for dismantling).
- A diagram with dimensions must be submitted to indicate power placement within your booth.

! There will be a power socket located on your booth. If you have not paid for this and proceed to use it you will be charged for electricity. If you have any questions onsite, please contact Edd Helms at their Service Desk.

Exhibitor Drinks

You are invited to attend our complimentary Exhibitor Drinks, taking place at Orange Blossom on **Wednesday 7 May, 2025** from **17:15**. This exclusive networking event is a great opportunity to connect with fellow exhibitors - just remember to bring your Exhibitor Badge for entry!

Orange Blossom is a short walk from the Miami Beach Convention Center. [Click here](#) for walking directions. Address: 2000 Collins Ave. #7, Miami Beach, FL 33139.

Floorplan

You are able to download the event floor plan [here](#).

Furniture

Official supplier: Freeman 

Their catalog is available on the Exhibitor Portal, under 'Supplier List', or [here](#). Furniture ordered will be delivered to your booth during load-in, and will be collected from your booth during load-out. You will need to create an account/ login to view prices and place your order.

Note, the early pricing deadline ends on **April 08, 2025**. If you need assistance or have any questions about any Freeman services, please contact Exhibitor Support at (888) 508-5054.

Hoverboards & Personal Transport Equipment

Personal transport equipment such as rollerblades, razor-scooters, skates, skateboards, and hoverboards are not permitted on MBCC Campus. Electric wheelchairs and electric scooter-style are currently the only personal transport equipment with rubber wheels allowed in MBCC concourses, lobbies, and pre-function areas. Non-gasoline powered motorized vehicles, such as electric carts and bicycles, may be operated in exhibit halls during move-in and move-out days only. Bicycles must be walked, not ridden, across any concourse, lobby or pre-function areas. All vehicles, transport devices, and equipment must be operated in a safe manner.

ID Booth Signs

Each exhibitor with a booth of 300 sq ft or less will receive one ID sign measuring 11"H x 17"W, with a maximum character limit of 110.

The font size will adjust dynamically based on the length of your exhibitor name - longer names will appear in smaller fonts. ID signs will display your company name and booth number in standard black font on a white background.

Name Submission & Changes

- Your company name will be printed exactly as submitted in the Exhibitor Portal.
- Ensure all spelling is correct before the deadline.
- Changes after the deadline will be subject to a fee (cost and deadline to be confirmed).

Insurance (COI)

All exhibitors are required to provide a valid Certificate of Insurance (COI) to your Account Manager by **Monday, April 5, 2025**, covering the entirety of the show including dates for buildup, show days and breakdown.

If you do not have suitable cover, we have partnered with Rainprotection Insurance who can assist you with this requirement at a reasonable rate, the link is available on the Exhibitor Portal under 'Supplier List' or [click here](#). The requirement for COI is USD\$1 million per occurrence / USD\$2 million aggregate.

Internet

Exclusively provided by: SmartCity



Ordering information can be found on your Exhibitor Portal under 'Supplier List', or [here](#). You will need to create an account /login to view their catalog and place an order. There is an early bird discount applied to orders received with payment prior to **13 April, 2025**.

Labor

Manual Handling Labor

Exhibitors are allowed to hand-carry their own materials into the exhibit facility. However, the use or rental of dollies, flat trucks, or other mechanical equipment is not permitted. Freeman controls access to the loading docks to ensure a safe and orderly move-in/out process. Only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock for any contracted carriers will be handled by Freeman at an additional cost.

Electric Labor

Labor for electrical services can be booked through Edd Helms. More details on how to do this can be found under '[Electric](#)'.

- Most 120-volt connections do not require labor, and exhibitors can plug in their own standard office devices.

- Labor is required for 208-volt or 480-volt connections, as well as if lights or equipment need wiring, or if electrical cords need to be run under carpet or in concealed areas to meet electrical codes and building rules.
- For more information about electric labor, contact Edd Helms: tradeshows@eddhelms.com

Lighting

The exhibition hall will be lit using the existing venue lighting. During load-in and load-out, lighting will be set at 50% and will increase to 100% on show days.

Effective lighting can greatly enhance your booth, drawing attention to key areas and highlighting displayed products. In contrast, booths without additional lighting may appear dim compared to neighboring well-lit exhibits. For 10' x 10' booths with pop-up displays (assembled in under 30 minutes without tools), exhibitors can install up to 4 lights themselves, provided the total power usage does not exceed 20 amps. These can be plugged in without requiring additional labor.

Freeman offers two additional lighting options: [a table lamp or a floor lamp](#). Note, you will need to order electric connections separately from [Edd Helms](#).

Parking

The MBCC campus offers a parking garage with **800 spaces** available during the event for a flat fee of \$20, without in-out-privileges. Parking is located on the 4th and 5th uncovered levels of the MBCC.

Entrances:

- West: 1901 Convention Center Drive
- East: 2000 Washington Ave, Miami Beach, FL 33139

Additional Parking Information:

- **Parking Garage Opening Hours:** 06:00 AM – 01:00 AM, 7 days a week. More information and an interactive map can be [found here](#).
- **Accessible parking** is available on the **rooftop level** of the parking garage. [Click here for accessibility details](#).
- **EV charging stations** are located on the **5th floor** of the rooftop parking garage.
- **Valet service** is available for **\$35**, provided by **1st Class Parking** near the **West Lobby, Main Entrance off Convention Center Drive**.
- For **alternative parking options**, visit the [City of Miami Beach's Interactive Parking Map Locator](#) for rates and nearby facilities.

Pipe and Drape Booths - Further Information

Banners and light signage can be hung from pipe and drape booths, with a maximum weight limit of **12 lbs**. For easy installation, it is recommended that banners have grommets for hanging with sign hooks (also called 'S hooks', see image on right). Signs need to have holes at the top for the hooks to go through.



If your item exceeds 12 lbs, you can rent an easel from Freeman.

Booth drape colors by show:

- The Business Show – Black Drape
- B2B Marketing Expo – Gray Drape

To ensure safety, all cables running across your booth must be secured using either safety hazard tape or an appropriate cable covering to prevent tripping hazards. Unsecured cables, cords, wires, or hoses are strictly prohibited.

Public Transport

The Miami Beach Convention Center is conveniently located only 12 miles from Miami International Airport. The MBCC is accessible from major interstate highways, including I-195 and I-395. Miami Beach has provided the following information to assist with public transportation and private solutions to facilitate exhibitor arrivals and departures from the MBCC to hotels, restaurants, area attractions and more.

! Please note, none of the below has been arranged by Show Management and you would be using the services at your own risk.

- **Ride Share Services:** Sign up for Uber or Lyft available in your corresponding app store. Check out the [FDOT Interactive Map](#) for real-time traffic information to and from Miami Beach. You can also sign up to receive traffic text alerts to your phone by texting MBTRAFFIC to 888-777.
- **Park Me App:** Real-time parking availability and rates for private and municipal lots and garages in your area can be [found here](#). Find the cheapest, closest parking to your destination, reserve a guaranteed parking spot in advance with your credit card, get directions to the lot entrance and set reminders for park times, all through the easy-to-use Park Me app.
- **City Wide Free Trolley:** Hop aboard the City of Miami Beach's free trolley to reach the MBCC and area amenities. Visit the [Citywide Free Trolley page](#) for routes and hours of operation. Track the trolley's progress by downloading the City's trolley app.
- **Miami Dade Transit:** For stops at 17th Street, the MBCC and Miami Beach City Hall. For more information, [click here](#).
- **Freebee Ride App:** Free eco-friendly rides through South Beach and Mid-Beach. The City of Miami Beach partnered with Freebee to offer a FREE On-Demand Transit (ODT) service throughout Mid-Beach. ODT service will provide first mile/last mile service connecting to the existing Miami Beach Trolley and Miami-Dade County Bus service within the service area and door-to-door service for trips originating and ending within the service area. The service is available Monday to Saturday from 6:30 AM to 10 PM and Sunday from 8:30 AM to 10 PM. More information can be found [here](#).
- **Swoop Ride:** A pioneer in the green transportation industry in Miami Beach. Swoop offers a free ride program to the community. Text your location to (305) 900 – 6367 to arrange a [Swoop ride](#).

Sampling (Food and/or Beverage)

You may offer food and beverage samples from your booth **only if you are the legal manufacturer or distributor of the product** and if the product is relevant to the event.

Sampling Guidelines:

- **Portion sizes:** Predetermined limits must be strictly followed as per the application form.
- **Cost:** All samples must be provided free of charge to visitors.
- **Location:** Samples must be handed out from within your booth space only, not in gangways or other areas on the show floor.
- **Insurance:** A Certificate of Insurance (COI) must be submitted.
- **Deadline:** Applications must be submitted by **April 11, 2025**.

If you meet the eligibility requirements and wish to apply for sampling, please contact your Account Manager to obtain the necessary application forms as soon as possible. Please note, approval is granted on a case-by-case basis. Submitting an application form is not a guarantee of sampling approval, which is granted at Sodexo Live's discretion.

Scam Warning

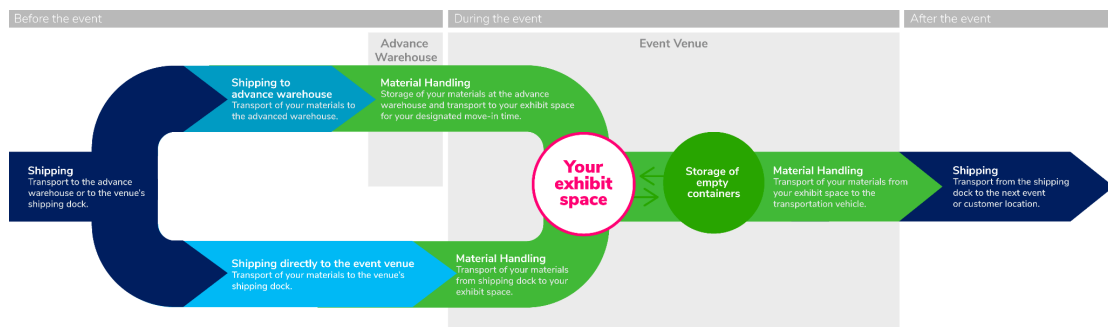
We do not sell any of your data, nor do we sell any attendee data. Scammers are getting extremely clever, they will offer you attendee or exhibitor information at a cost, however be assured that this data is made up. Our team has a domain of @bsmexpo.com, @thebusinessshow.co.uk or @thebusinessshowus.com, and all of our suppliers will be on our 'Suppliers List'. Official suppliers may contact you to let you know about services they offer.

! Please check with your Account Manager if you are unsure of a company's legitimacy before proceeding with their services or making any payment.

Shipping and Material Handling

Shipping is the transport of your materials from another location to the shipping dock of the Advance Warehouse or the Miami Beach Convention Center before the show, and the transport of your materials from the event venue to your destination after the show. More information regarding shipping can be found on your Exhibitor Portal, under the 'Supplier List', then 'Freeman'.

Material handling is the transport of your materials from the shipping dock of the Advance Warehouse or Miami Beach Convention Center to your booth space, the storage of empty containers, and the transport of your materials from your booth space to the transportation vehicle. More information regarding manual handling can be found on your Exhibitor Portal, under the 'Supplier List', then 'Freeman'.



(Click image for enlarged view)

[Click here to watch a helpful video explaining the difference between Shipping and Manual Handling.](#)

You do not need to order shipping and material handling for items you've ordered directly from Freeman. Shipping and material handling of these items is included in the rental price. If you have items shipped to the venue from another supplier (not Freeman), you will be required to pay a material handling fee.

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Freeman controls access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled exclusively by Freeman.

Smoking

State of Florida Constitution's Article X Section 20 prohibits the use of vapor-generating electronic devices in enclosed indoor workplaces. **Smoking is prohibited inside the venue and in the immediate vicinity of portals which allow entrance into the venue.** The MBCC strictly enforces this policy.

Telecommunications / WiFi

Telecommunication services are exclusively provided by SmartCity at the MBCC. For telephone, fax and teleconferencing needs, please visit the 'Supplier List' within your Exhibitor Portal or [click here](#) and select 'The Business Show'. You will need to create an account to view the catalog and place your order.

Vehicle Displays

Vehicle displays are permitted on your booth following review and approval of Show Management. Please provide detailed information, including complete manufacturer specifications to your Account Manager no later than **Monday March 31, 2025** (35 days prior to load-in).

Vehicles on display at the MBCC must comply with the following:

- Fuel tank must have a lockable gas cap or taped shut. Fuel tank may contain no more than one-fourth (1/4) quarter full or contain more than four (4) gallons (15.14 liters) of fuel, whichever is less.
- Fueling or de-fueling of vehicles on-site is prohibited.
- Batteries in all-electric, non-hybrid vehicles may remain connected provided fuses are removed. This is only valid during open show hours with a Fire Safety Officer on duty for the Show. Batteries must be disconnected before and after Show hours and taped over.
- Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel sources require special, case-by-case review. Please let your Account Manager know as soon as possible if this applies to the vehicle you intend to display.
- Tractors/trailers, cabs/trucks or other gas/diesel power equipment with motors idling are not permitted in the exhibit halls, as appropriate ventilation is not available.
- Vehicle location must be confirmed with Show Management on-site upon arrival, and must not obstruct any aisles or exit ways. Vehicles must be placed prior to Show open, and vehicles must not be moved during Show hours. Vehicles must fit within your booth area.
- It is your responsibility to ensure no damage is done to the venue flooring by vehicle movement or display. Any damage costs would be invoiced to the exhibitor in the first instance.
- All display vehicles will be required to provide a set of driving keys to Show Management once the vehicle is in place. The keys will be returned following the end of the Show, during breakdown.

Weapons

A dangerous weapon is any object or device designed or intended to be used to inflict serious injury upon persons or property. **No individual may be eligible to carry a weapon into the Miami Beach Convention Center** (MBCC), with the exception of sworn law enforcement officers possessing full-time, active-duty status with a law enforcement agency that has jurisdiction within the City of Miami Beach, and who possesses the requisite certifications.

Wheelchairs and Personal Transport Equipment

Electric wheelchairs and electric scooter-style are currently the only personal transport equipment with rubber wheels allowed in MBCC concourses, lobbies, and pre-function areas. Nongasoline powered motorized vehicles, such as electric carts and bicycles, may be operated in exhibit halls during move-in and move-out days only. Bicycles must be walked, not ridden, across any concourse, lobby or pre-function areas. All vehicles, transport devices, and equipment must be operated in a safe manner. Personal transport equipment such as rollerblades, razor-scooters, skates, skateboards, and hoverboards are not permitted on MBCC Campus.

WiFi

The Miami Beach Convention Center offers complimentary WiFi service in the lobby areas and its strength and connectivity is not guaranteed. **Complimentary WiFi service is not available in the exhibition hall.** A private WiFi connection is available to purchase from [SmartCity](#), using the link in the Exhibitor Portal under 'Supplier List'.