

The Business Show, Going Global & B2B Marketing Expo

Miami 2024 - Exhibitor FAQs

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Access - Pipe and Drape Booths

Exhibitors with a Pipe and Drape booth have access to the Miami Beach Convention Center at the following times:

Set Up

Tuesday 5 March: 08:00 - 16:00

Show Open

Wednesday 6 March: 10:00 - 17:00 (Exhibitor access from 08:00)

Thursday 7 March: 10:00 - 16:00 (Exhibitor access from 08:00)

Breakdown

Thursday 7 March: 16:30 - 20:00

Exhibitors hand-carrying packages can enter 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.

Access - Space Only Booths

Exhibitors with a Space Only booth have access to the Miami Beach Convention Center at the following times:

Set Up

Monday 4 March: 14:00 - 16:00 (EACs Only)

Tuesday 5 September: 08:00 - 16:00

Show Open

Wednesday 6 March: 10:00 - 17:00 (Exhibitor access from 08:00)

Thursday 7 March: 10:00 - 16:00 (Exhibitor access from 08:00)

Breakdown

Thursday 7 March: 16:30 - 20:00

The designated labor entrance for EACs is located in the southeast corner of MBCC building, on Washington Avenue and 18th Street.

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:

1. Animal(s) must be on a leash at all times.
2. Animal(s) must be under constant control at all times.
3. Owner or handler will be fully responsible for their animal(s) & relief area.

Audio Visual

We are working on gathering order forms for the official suppliers of AV equipment, you will be able to view their catalog and order items on the portal once uploaded.

Balloons

To mitigate damage to the MBCC's safety laser detectors and air handlers, helium-filled balloons and blimps are not permitted. Helium balloons are also not to be released outside, due to airport flight patterns in the area and environmental concerns. Balloon drops are prohibited however 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 build up and breakdown, leased space, 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.

Business Centre

The MBCC Business Center is available for use by all.

Cable Management

All cables running across your booth must be either taped down with safety hazard tape or placed within the appropriate cable covering option, to minimize tripping hazards. Uncovered, unfastened, or unsecured cables, cords, wires, hose, etc, are strictly prohibited.

Catering

Catering, concessions, alcohol and exhibitor booth catering services are exclusive to [Sodexo Live!](#) on the MBCC Campus. For more information please contact your Account Manager. 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

All Pipe and Drape booths 10' x 10' or 10' x 20' will be carpeted in midnight blue, unless otherwise arranged with Freeman or your Account Manager. Space Only booths are required to provide their own flooring for the booth, in line with venue regulations. The aisles of the show are not carpeted.

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 or from your Account Manager. This needs to be submitted by **Monday, 5 February 2024** at the latest.

Data Collection

Our registration company provides a data collection service which enables exhibitors to scan attendee and fellow exhibitor badges and collect their data, including name, contact and work information (as provided at registration). This will work on any up-to-date phone or tablet with a camera and will be available to order closer to the event, from your Exhibitor Portal.

Deliveries

You are able to have any item delivered, either to the Freeman Advance Warehouse if due for arrival between **5 February 2024** and **26 February 2024**, or to Show Site if after **4 March 2024**. For any items delivered to the Freeman Advance Warehouse between 26 February and 4 March there may be an additional fee. Anything arriving to the MBCC prior to 4 March 2024 may be refused by the venue.

For [shipping labels](#) and delivery information visit the [Freeman Inbound Shipping Page](#). See [Shipping & Material Handling](#) for further information. Please note the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.

Electric

The official contractor for electric connections is [Edd Helms](#). Note, the Early Bird Discount finishes on **February 05, 2024**. If you need assistance or have any questions about any EDD HELMS' services, please contact 954-595-1600

Edd Helms will provide you with log in details within a 10 days of signing up. If you require assistance before receiving an email, please contact us at tradeshows@eddelms.com. Further information can be found here on [Exhibitor Services](#).

If your power requirement means it has to be distributed to anywhere other than the rear of the booth then there's a labor charge (minimum of 1 hr install and minimum 1/2 dismantle).

You would also need to submit a diagram with dimensions showing where you need power within your booth.

Exhibitor Drinks

You are invited to attend our Exhibitor Drinks, taking place on Wednesday March 6, 2024 from 17:30 - further details will be shared closer to the event. Don't forget to bring your Exhibitor Badge for access to this exclusive networking event!

Floorplan

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

Furniture

The official contractor for furniture hire is [Freeman](#). Their catalog will be available shortly. Note, the Early Bird Discount finishes on **February 05, 2024**. If you need assistance or have any questions about any Freeman services, please contact Exhibitor Support at (888) 508-5054. Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Freeman is not responsible for injuries caused by improper use of furniture.

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. 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.

ID Booth Signs

Exhibitors will receive one (1) ID sign per booth of 300 sq ft or less. This will be 11"H x 17"W and has a maximum character limit of 110. Dynamic sizing to accommodate shorter and longer exhibitor names may result in varying font sizing, the more characters you have, the smaller the font will be. Exhibitor names and booth numbers will be displayed in standard black font only, on a white background. Nameboards will be printed to match the Company Name submitted on your Exhibitor Portal. **Any changes to this past the deadline on the Portal will be chargeable to you, cost to be confirmed.**

Insurance (COI)

All exhibitors are required to provide a valid Certificate of Insurance to your Account Manager by **February 5, 2024**, 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 'Suppliers' or click [here](#). The requirement for COI is USD\$1 million per occurrence / USD\$2 million aggregate.

Internet

SmartCity are the exclusive provider of internet connectivity and networking services at the MBCC. Ordering documentation can be found on your portal under ' supplier list.. There will also be an early bird rate applied to orders received with payment up to 21 days prior to show build.

Labor

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 will control 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 by Freeman.

Electric: Most 120-volt connections do not require labor. Exhibitors are welcome to plug in their own standard office devices. Labor is required for all 208-volt or 480-volt connections and if lights or equipment need wiring or if electrical cords are to be run under the carpet or in concealed areas to ensure that all electrical codes and building rules are met.

Lighting

The exhibition hall will be lit with the existing facility lighting. During build up and breakdown, lighting will be at 50%, and will be increased to 100% on Show Days.

Additional lighting can dramatically change the impact of an exhibit, no matter the size, and used effectively, can emphasize specific areas of a booth or highlight products. Alternatively, booths may appear dark and uninviting if the surrounding booths are lit and yours is not. Lighting is available to order through Freeman, using the link on the Exhibitor Portal. 10' x 10' booths with pop-up displays (displays that can be assembled in less than 30 minutes without tools) can hang their own lights and plug them in without ordering labor. Typically, exhibitors can hang up to 4 lights themselves as long as they require no more than 20 amps in total.

Live Plants and Flowers

We are confirming whether live plants and flowers are allowed in exhibitor booths, please bear with us.

Parking On-Site

The MBCC has onsite public parking spaces located on the 4th and 5th level. Municipal parking garages and areas are available within a comfortable walking distance from the MBCC.

Pipe and Drape - Weight Limit

Banners and light signage can be hung from pipe and drape booths. The maximum total weight limit for the pipe and drape is **12 lbs**. It is recommended any banners have grommets so they can be hung from sign hooks. Signs need to have holes on top for sign hooks to go through. If you have an item heavier than 12 lbs, you are able to rent an easel from Freeman. If you'd like to order a custom sign, please reach out to the Freeman exhibitor sales who can help you with your needs (US or Canada: (888) 508-5054, International: 1 (817) 210-4869).

Pipe and Drape - Colors

Each Show will have its own color of drape, to differentiate between the three shows which are running alongside each other:

The Business Show - Blue

Going Global - Black

B2B Marketing - Red

Public Transport

The Miami Beach Convention Center is conveniently located only 12 miles from Miami International Airport and 6 miles from the Port of Miami. The Center is accessible from major interstate highways, including I-195 and I-395. Miami Beach offers public transportation and private solutions to facilitate guests' and attendees' arrivals and departures from the MBCC to hotels, restaurants, area attractions and more:

The South Beach Local: The South Beach Local is a compact blue trolley that exclusively operates throughout South Beach from 8am – 1am (daily), with a riding fee of only 25 cents. The South Beach Local offers multiple stops, detailed routes and a consistent schedule throughout South Beach's 23-block radius. The South Beach Local trolley facilitates pickup and drop-off for attendees to nearby hotels, restaurants and attractions. Learn more: Visit www.miamibeachfl.gov/city-hall/transportation/trolley/south-beach-trolley/.

Ride Share Apps: Uber Pool and Lyft Line allow ride-sharing with other passengers, significantly cutting costs in exchange for a slightly longer drive. Uber and Lyft apps can be downloaded on individual mobile cells.

Taxis: Taxi services are available, and fares vary. Learn more: Visit www.taxifarefinder.com.

Miami Airport Service: With SuperShuttle.com, transportation from Miami International Airport can be booked in advance and offer a guaranteed, worry-free ride to any destination. SuperShuttle fits the needs of any traveler with shared-ride, non-stop, black car or SUV service.

Swoop Ride: Swoop is a pioneer in the green transportation industry in Miami Beach, offering a free ride program to exploring South Florida. Attendees can simply text their location to 305.900.6367 to arrange a Swoop ride.

Freebee Ride App: Freebee offers FREE eco-friendly rides throughout South Beach and Mid Beach. The City of Miami Beach partnered with Freebee to offer a FREE On-Demand Transit (ODT) service to riders throughout Mid Beach. This ODT service will provide first last mile service to and from the existing Miami Beach Trolley and Miami-Dade County Bus within the service area, as well as door-to-door service for trips originating and ending within the service area. This free Freebie service is available from 6:30 AM to 10 PM every Monday through Saturday, and from 8:30 AM to 10 PM on Sundays. Learn more

Restrooms

Male and female restrooms are conveniently located around the venue and within the exhibition hall.

Sampling (Food and/or Beverage)

Exhibitors may distribute food and beverage samples as an approved exhibit if the exhibiting company is the legal manufacturer and/or distributor of the product.

To be approved, a Sample Food & Beverage Distribution form must be completed and submitted to the catering manager. Sample sizes must be limited to three (3) ounces of beverage and two (2) ounces of food. No products may be sampled or given away outside the exhibit hall or inside any meeting room. For additional information, contact your Account Manager.

Scam Warning

We do not sell any of your data. Scammers are getting extremely clever, they will offer you attendee or exhibitor information at a cost, however be assured that this is made up - please check with your Account Manager if you are unsure of a company.

Our team all has either a @thebusinessshow.co.uk or @thebusinessshowus.com domain, and all of our suppliers will be on our 'Suppliers List' page. Our official suppliers may contact you in the run up to the show to let you know about services they offer.

Shipping and Material Handling

Shipping is the transport of your materials from your origin to the shipping dock of the advance warehouse or event venue before the show, and the transport of your materials from the event venue to your destination after the show. **Material handling** is the transport of your materials from the shipping dock of the advance warehouse or event venue to your exhibit space, the storage of empty containers and the transport of your materials from your exhibit space to the transportation vehicle.

You do not need to order shipping and material handling for items you've ordered from Freeman. Shipping and material handling of these items is included in the rental price. If you have items shipped to the venue outside of Freeman, you will be required to pay a shipping and material handling fee. For more information about shipping, [click here](#).

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 will control 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 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

Telecommunication services are exclusively provided by SmartCity at the LACC. For telephone, fax and teleconferencing needs, please see the 'Suppliers' area within your Exhibitor Portal. Ordering will be available closer to the event.

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 **January 29, 2023** (35 days prior to build).

At minimum, fuel tanks must not exceed $\frac{1}{4}$ capacity, vehicle batteries must be disconnected, and display cannot obstruct aisles or exit ways. 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. Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel sources require special, case-by-case review by the Fire Marshal given the continuous, evolving climate of science & technology in these fields.

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. Complimentary WiFi service is not available in the exhibition hall and its strength and connectivity is not guaranteed. A private WiFi connection is available to purchase from SmartCity, using the link in the Exhibitor Portal.