



### **Exhibiting for the First Time?**

Thank you for exhibiting at the FES. We'd like to make your first event with MFV Expositions a positive experience. Below are answers to some of the questions you may have. And if you have more, contact Operations Team at [Martin.joksimovic@comexposium.com](mailto:Martin.joksimovic@comexposium.com) 212-993-8587.

### **Does our booth space include carpet or furniture?**

No. Unless you have space in the business resource or emerging brands sections, your booth space does not include carpet or furniture.

### **Are exhibitors required to have carpet in their booth space?**

Yes, carpet or other approved flooring is required. Exhibitors may order carpet through ARATA or they can bring their own carpet or flooring as long as it covers the entire floor space of their booth. If an exhibitor requires labor to lay their own carpet or floor covering, they should contact ARATA for an estimate.

### **Are there discounted hotels in the area?**

You should make your hotel reservations early and through the official Franchise Expo South Rooming Block. Please visit our travel page at [www.franchiseexpo.com/south](http://www.franchiseexpo.com/south). Rates at show hotels are significantly lower than standard rates.

### **How do I gather leads from the attendees?**

All attendee badges have their name, an ID number and a bar code. Expo Logic can provide you with multiple methods to gather this information to make your follow up easy.

### **When and where do I ship my show materials?**

You can either send your freight to the advance shipping warehouse or directly to the convention center. Please refer to the online exhibitor manual for shipping and material handling rates and how to address your shipments. We recommend that exhibitors not use FedEx or UPS as deliveries to the convention center are not always reliable. Our preferred shipper is Haulistic (formerly Quad Express), and they will be onsite to assist.

### **What happens at the end of the show?**

Breaking down your booth before 4:00 pm, when the show closes, is strictly forbidden for numerous reasons, but most importantly your liability with people still walking the aisles. So, plan your personal outbound transportation accordingly. Remember for move out that shipping on Saturday is overtime and everything must be removed from the Hall Saturday by 8:00pm.

**Can I set up my own booth or do I have to hire labor?**

Exhibitors can install and/or dismantle their own display as long as does not require tools and take over 1/2 hour to finish.

**Can I bring in my own material?**

One person, in one trip, may hand carry items onto show floor. Exhibitors may move a "pop-up" display, equal or less than 8' in length, if capable of being carried by hand, or a 2-wheel baggage cart, by one full-time employee of the exhibiting company

**What is drayage?**

Drayage is the transporting of exhibitor material from the loading dock to a booth and then back to the loading dock at the end of the show. All exhibitors shipping material to the convention center will incur a drayage/material handling charge.

**Does our booth space come with electric?**

No, but if you need electrical service to your booth, you can order it through the Convention Center.

**Are discounts available for show services (carpet, furniture, electric, etc.)?**

Most of the vendors provide a substantial discounted rate on their services provided you submit your order forms to them by a specific date. The due dates listed on all order forms refers to the date the discounted rates expire. All services are available onsite but at a higher cost.

**What if I wish to sample food or beverages?**

For sampling instructions please contact Martin at [martin.joksimovic@comexposium.com](mailto:martin.joksimovic@comexposium.com)