



## **Frequently Asked Questions**

### **What is included with our booth?**

All linear booth spaces include 8' drape along the back of your booth and 3' drape along the side of your booth and a booth ID sign.

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

No. Unless you have space in the supplier section, emerging brand pavilion or in the professional center, 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 from Arata Expositions 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 height restrictions for our booth display?**

Linear booth spaces: The back section cannot exceed eight (8) feet and any sidewall in the front half of the booth may not be higher than four (4) feet.

- Island booth spaces: For any custom exhibits please reach out to Martin at [martin.joksimovic@comexposium.com](mailto:martin.joksimovic@comexposium.com)

### **Is electric included in our booth?**

No, electrical service is provided through Broward County Convention Center. An electrical order form is located in the exhibitor manual.

**Is there a cost for exhibitor badges and is there a limit to the number of badges I can order?**

No, there is no cost for exhibitor badges and there is no limit. However, no more than two representatives of the exhibitor may work per 100 sq. ft. of rented space at any one time.

**When is exhibitor set up and move out?**

Exhibitor set up is Thursday, September 8<sup>th</sup> from 10:00 am to 5:00 pm. Exhibitor move out is Saturday, September 10<sup>th</sup> from 4:00 pm to 8:00 pm.

**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.

- Advance Shipments to the Warehouse: If you ship to the warehouse your freight will be delivered to your booth at the Broward County Convention Center by Thursday, September 8<sup>th</sup>. Material handling fees are higher if shipped to warehouse. Refer to the Exhibitor Manual for deadline and shipping address.
- Direct Shipping to the BCCC: Direct shipments to the Convention Center can arrive on Thursday, September 8<sup>th</sup> from 8:00 am - 5:00 pm. Shipments delivered directly to the convention center will be delivered to your booth as they are received.

**Do I need to use a specific shipping company?**

Exhibitors are welcome to use any carrier they choose. However, Haulistic (formerly Quad Express) is the preferred shipper for FES. See the exhibitor manual for more detailed information.

**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.

**Is there security on the show floor?**

Show security guards will be on duty 24 hours a day from move in to move out. However, show security should not be relied upon to provide more than a presence to inhibit theft. Show Management, its agents, vendors and the convention center do not offer nor accept responsibility for exhibitors' property. As an additional safeguard, exhibitors may hire security service to provide exclusive security for their booth. Check with your insurance provider for information on an inexpensive Show Exhibiting Insurance Rider.

**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 after the due dates and on site but at a higher cost.

**Are there exhibitor events scheduled during the weekend?**

Exhibitor Coffee: Morning coffee is available to all exhibitors each show morning from 8:30 am to 9:30 am in front of the MFV Sales Office on the show floor.

Exhibitor Party\*: All Exhibitors are invited to join us at a private cocktail reception – \*Invitations will be emailed to all Exhibitors

If you have additional questions, please contact:

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