



## AVIXA MEMBERSHIP

AVIXA™ is the Audiovisual and Integrated Experience Association and the producer of InfoComm shows globally. In addition to producing awe-inspiring trade shows and other events, we are here to help support you year-round by providing resources, relevant webinars, training, certification, AV performance standards, white papers, market intelligence and more. You can join online any time before InfoComm and get some fantastic extra perks at the show. Scan the QR code below to learn more.



THANK YOU FOR BEING AN  
INFOCOMM EXHIBITOR

infocomm



## INFOCOMM CONTACTS

Your InfoComm Exhibition Account Manager can assist you with sponsorships, banners, and advertising. Please contact our staff listed below for specific questions about logistics. See the enclosed business card for your sales manager's contact information.

### BILLING, BOOTH WAIVERS, SHOW REGULATIONS, AND GENERAL QUESTIONS

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### HOUSING AND BADGE INFORMATION

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### MEETING ROOMS, AUDIO DEMO ROOMS AND MANUFACTURERS' TRAINING

**Stuart Weiser**  
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### MARKETING

**Rebecca Stach**  
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rstach@avixa.org

### SPECIAL EVENTS

**Randi Cavitt**  
+1.703.279.9921  
rcavitt@avixa.org

### REGISTRATION

**CompuSystems**  
+1.224.563.3108 /  
1.855.225.1430  
infocomm@  
compusystems.com

### SPONSORSHIP SPECS

**Brianna Boyer**  
+1.703.279.6375  
bboyer@avixa.org



## ORLANDO WEATHER

Average Humidity: 75%      Average high temperature: 84° F  
Accumulated precipitation: 2.28 inches      Average low temperature: 66° F

The convention center can get very cold, so please bring layers to keep yourself warm when you're inside.



## HOTEL INFO

OnPeak is the official housing company of InfoComm 2021 and offers you the lowest rates with no booking or service fees! If you haven't booked your hotel room yet, you need to do so right now to secure your desired location.

1.855.992.3353 | infocomm@onpeak.com



## HOW DO I STAND OUT AT THE SHOW?

We can help with that. Download the sponsor brochure to see what opportunities are available.



## MEETING ROOMS

Hold private meetings on or off the show floor.  
Learn more about meeting room options by scanning here.



## EXHIBITOR SERVICES CENTER

Question about your booth? Come to Freeman Exhibitor Services Center on the exhibit hall floor, booth #3481 located at the back of Hall B



## FREE MARKETING

Drive more traffic to your booth with our free customized marketing tools:

- Email invitation templates
- Digital banners for web and email
- PDF invitation
- Personalized website landing page

All marketing tools will have your company name, booth number, and VIP Code for a complimentary three-day Exhibit Hall pass.

SCAN TO LEARN MORE ABOUT FREE MARKETING



# GUIDE TO EXHIBITING

CONFERENCE: OCTOBER 23-29  
EXHIBITS: OCTOBER 27-29  
ORANGE COUNTY  
CONVENTION CENTER  
ORLANDO, FLORIDA, USA

infocommshow.org/exhibit





# WELCOME TO INFOCOMM 2021

In this User Manual, you will find the following information:

- |                                  |                              |
|----------------------------------|------------------------------|
| 1. Health & Safety Protocols     | 8. InfoComm Show Contacts    |
| 2. Show Management Office        | 9. Orlando Weather           |
| 3. Important Dates and Deadlines | 10. Hotel Information        |
| 4. Move in and Out Schedules     | 11. Sponsorships             |
| 5. Registration Hours            | 12. Meeting Rooms            |
| 6. Official Vendors              | 13. Exhibitor Service Center |
| 7. AVIXA Membership              | 14. Free Marketing Tools     |

All forms for the show – including booth variance requests, fire marshall regulations, furniture catalogs, orders for electrical, AV, catering, and more – can be accessed by scanning this QR code with your phone's camera.

## EXHIBITOR SERVICE MANUAL



## HEALTH & SAFETY PROTOCOLS

This year, we're requiring all registrants to accept the show policies and sign a self-declaration form. If you didn't register yourself, you will need to go to a kiosk and accept both forms in order to receive your badge.

If you have any questions, please reach out to your account manager.

SCAN FOR MORE DETAILS ABOUT  
HEALTH AND SAFETY AT THE SHOW



## SHOW MANAGEMENT OFFICE

### Room W308AB

Friday, Oct. 22	Noon – 5:00 p.m.
Saturday, Oct. 23	7:00 a.m. – 5:00 p.m.
Sunday, Oct. 24	7:00 a.m. – 5:00 p.m.
Monday, Oct. 25	7:00 a.m. – 5:00 p.m.
Tuesday, Oct. 26	7:00 a.m. – 6:00 p.m.
Wednesday, Oct. 27	7:00 a.m. – 5:30 p.m.
Thursday, Oct. 28	7:00 a.m. – 5:30 p.m.
Friday, Oct. 29	7:00 a.m. – 5:00 p.m.



## DATES AND DEADLINES

<b>Aug. 20</b>	Update Your Listing for Onsite Show Guide via Your Exhibitor Dashboard
<b>Sept. 13</b>	Exhibitor housing names must be assigned to the specific reservation
<b>Sept. 16</b>	Certificate of Insurance Forms Due to Show Management
<b>Sept. 16</b>	Booth Variance Request Form Due
<b>Sept. 16</b>	Lights Out Request Approval Forms Due
<b>Sept. 16</b>	Exhibitor Appointed Contractors – Work Authorization Form Due
<b>Sept. 16</b>	Booth Alcohol Service Request Form Due
<b>Sept. 16</b>	Before Hours Event Request Form Due
<b>Sept. 23</b>	Off Target Move-In Request Form Due
<b>Sept. 23</b>	Deadline for Advance Freeman Orders
<b>Sept. 27</b>	Freeman Accepts Shipments at Warehouse
<b>Oct. 12</b>	Exhibitor Housing Last Day For Cancellation Without Fee
<b>Oct. 21</b>	Freeman Accepts On-Site Materials Delivery

SCAN TO SEE ALL  
EXHIBITOR DEADLINES



## MOVE IN & OUT SCHEDULES

### MOVE-IN SCHEDULE

#### Halls A3-D2

Thursday, Oct. 21	8:00 a.m. – 5:00 p.m. (Targeted Move-In)
Friday, Oct. 22	8:00 a.m. – 5:00 p.m. (Targeted Move-In)
Saturday, Oct. 23	8:00 a.m. – 5:00 p.m. (General Move-In)
Sunday, Oct. 24	8:00 a.m. – 5:00 p.m. (General Move-In)
Monday, Oct. 25	8:00 a.m. – 5:00 p.m. (General Move-In)
Tuesday, Oct. 26	8:00 a.m. – 5:00 p.m. (General Move-In)

#### Halls A1-A2

Saturday, Oct. 23	8:00 a.m. – 5:00 p.m. (Targeted Move-In)
Sunday, Oct. 24	8:00 a.m. – 5:00 p.m. (General Move-In)
Monday, Oct. 25	8:00 a.m. – 5:00 p.m. (General Move-In)
Tuesday, Oct. 26	8:00 a.m. – 5:00 p.m. (General Move-In)

### MOVE-OUT SCHEDULE

Friday, Oct. 29	4:00 p.m. – 11:00 p.m.
Saturday, Oct. 30	8:00 a.m. – 5:00 p.m.
Sunday, Oct. 31	8:00 a.m. – 5:00 p.m.
Monday, Nov. 1	8:00 a.m. – 1:00 p.m.



## REGISTRATION HOURS

Friday, Oct. 22	1:30 p.m. – 5:00 p.m.	Tuesday, Oct. 26	7:30 a.m. – 6:00 p.m.
Saturday, Oct. 23	8:00 a.m. – 5:00 p.m.	Wednesday, Oct. 27	7:00 a.m. – 5:00 p.m.
Sunday, Oct. 24	7:30 a.m. – 5:00 p.m.	Thursday, Oct. 28	7:30 a.m. – 5:00 p.m.
Monday, Oct. 25	7:30 a.m. – 5:00 p.m.	Friday, Oct. 29	7:30 a.m. – 3:00 p.m.



## OFFICIAL VENDORS

### OFFICIAL SHOW CONTRACTOR

**Freeman**  
+1.888.508.5054 / Fax: +1.469.621.5605  
ExhibitorSupport@freeman.com  
www.freeman.com

### CONVENTION CENTER

**Orange County Convention Center**  
+1.407.685.9800 – Main  
+1.407.685.9824 – Exhibitor Services  
www.occc.net

### BUSINESS SERVICES

**FedEx Kinko's**  
+1.407.363.2831 / Fax: +1.407.363.4731

### CUSTOM CLEARANCE/ INTERNATIONAL SHIPPING

**Agility Fairs & Events**  
+1.941.861.8930  
CMay@agility.com

### BUSING/TRANSPORTATION

**Production Transport**  
+1.877.641.0900 / Fax: +1.310.641.0999  
www.prodtrans.com

### ELECTRICAL SERVICES

**Orange County Convention Center**  
+1.407.685.9824 / Fax: +1.407.685.9884  
Exhibit.services@occc.net  
www.occc.net/exhibitor/

### CATERING

**Centerplate**  
+1.407.685.5760 / Fax: +1.407.685.9859  
Kelsey.Kercado@Centerplate.com

### EVENT TECHNOLOGY

**Freeman**  
+1.800.868.6886  
www.EventTechServices@Freeman.com

### COMPRESSED AIR/WATER/DRAIN

**Orange County Convention Center**  
+1.407.685.9824 / Fax: +1.407.685.9884  
Exhibit.services@occc.net  
www.occc.net/exhibitor

### EXHIBIT TRANSPORTATION

**Freeman**  
800.995.3579 US & Canada  
+1.512.982.4187 Outside the US  
+1.817.607.5183 International Shipping Services  
Fax: 469.621.5810  
exhibit.transportation@freeman.com

### COMPUTER RENTAL

**SmartSource Rentals**  
+1.800.955-5171  
Exhibitorsales@smartsourcerentals.com  
www.smartsourceshows.com

### FLORAL

**TLC Florist**  
+1.770.507.6777 / Fax: +1.770.474.4676  
order@tlf-florist.com  
www.tlf-florist.com

### HOUSING

**onPeak**  
+1.855.992.3353  
infocomm@onpeak.com  
Headquarter Hotel: Hyatt Regency Orlando

### INSURANCE

**Buttine Exhibition & Event Insurance**  
+1.212.867.3642  
Kmonahan@rick-strategies.com  
www.buttine.com/eventExhibitor.html

### INTERNET- NETWORK SERVICES

**SmartCity Event Technology Services**  
407.685.2000 / Fax: 407.685.2015  
www.smartcitynetworks.com

### LEAD RETRIEVAL

**CompuSystems**  
866.600.5323/+1.708.786.5565  
exhibitor-supporting@csireg.com  
Compusystems.com/order

### MODEL/HOUSTESS

**Image Model Talent Agency LLC**  
770.993.2493  
Info@imagemta.com  
imagemodeltalentagency.com

### REGISTRATION SERVICES—EXHIBITOR

**CompuSystems**  
224.563.3108 / 855.225.1430  
infocomm@compusystems.com

### RIGGING SERVICES

**Orange County Convention Center**  
+1.407.685.9824 / Fax: +1.407.685.9884  
exhibit.services@occc.net  
www.occc.net/Exhibitor

### SECURITY SERVICES

**Century Security**  
+1.407.226.1168 / Fax: +1.407.226.7076  
www.centurytradeshow.com

### SHOW GUIDE/SHOW DAILY

**Future US, Inc.**  
+1.212.378.0400  
www.futureuplc.com

### SPONSORSHIP OPPORTUNITIES

**InfoComm Show Management**  
Dennis Smith  
Senior Director of Exhibition Sales  
+1.703.279.2175  
exhibitsales@avixa.org

### TRAVEL — AIR TRANSPORTATION/ CAR RENTAL

**MacNair Travel**  
+1.703.650.5350 / Toll Free  
+1.877.410.8188  
www.macnairtravel.com

