First Time Exhibitors Information Sheet

Exhibitor Manual/Exhibitor Services Contacts
* The exhibitor manual contains all of the order forms, deadlines, event information, event schedule, event checklist etc. that will help you with a successful event.
* Contact Michael Donnell, michaeld@pennwell.com or +1 918-831-9707, if you need any assistance preparing for the show. I will be onsite in the PennWell booth #3100 during the event.

Registration
* All exhibitors receive 2 exhibitor booth staff passes per 100 sq. ft.
* To register your booth staff Click Here
* For additional registration information Click Here
* To contact registration directly please email registration@pennwell.com or call +1 918-831-9161

General Booth Information
* All booths are raw space only. This means that carpet, electric, furniture etc. do not come with your booth space. If you need any of these items they are available to rent in the exhibitor manual.
* All non-Island booths will have pipe and drape. The back wall drape is black, the sidewalls are black, and the aisle carpet color is tuxedo.
* There are booth guidelines that are enforced during the event. Please take a moment to review these to ensure that your booth is within the guidelines.
* Two requirements for the event are; every booth must have some type of flooring, and every exhibitor must provide a certificate of insurance. If you are using an EAC (exhibitor appointed contractor) to set up your booth we will still need insurance for your company. **Note: Carpet will be FORCED if you do not have flooring.**
* If you are using an EAC, which is a company other than Freeman, that will be installing/dismantling your booth, you will need to complete the EAC form and submit it and michaeld@pennwell.com

Freeman Online Ordering
* Freeman is the general contractor and decorator for the event. You can order items such as carpet, furniture, labor, etc. through Freeman. You will need to go to Freeman Online Ordering, create a username and password then choose the event HydroVision International. To download the full Freeman Exhibitor kit in .pdf format, Click Here

Shipping
* Shipping cartons will be picked up, stored and returned after the show if they are affixed with “Empty” labels by the exhibitor. These labels will be available at the Freeman service desk and are for empty storage only.
* Shipping information, bills of lading and labels will be available at the Freeman service desk.
* Advanced warehouse shipping labels
* Event site shipping labels

Other Vendor Services
* Electric
* Internet
* AV & Computer
* Lead Retrieval - This is great to have during the event. The device allows you to scan attendee badges so you can easily import the list of contacts whose badges you scanned into Excel, Outlook, ACT, etc.
Frequently Asked Questions

Where can I collect my Exhibit Booth Staff Badges?
Badges can be collected at the Registration Desk and will be open at the following times:
- Monday, July 13, 2015 7:00 AM – 5:00 PM
- Tuesday, July 14, 2015 6:30 AM – 5:00 PM
- Wednesday, July 15, 2015 8:00 AM – 5:00 PM
- Thursday, July 16, 2015 7:00 AM – 5:00 PM
- Friday, July 17, 2015 7:30 AM – 12:00 PM

I need to order Booth Cleaning/Porter Services, who should I contact?
You can order booth cleaning during the event through Freeman who will be at the back of hall. Or you can order booth cleaning before the event [Here](#).

Where is the Business Centre?
The business center is available for computer access, copying, faxing and business supplies. For hours and pricing [Click Here](#).

What are the opening times and move-in/move-out times of the exhibition?

**Exhibitor Move-In**
- Monday, July 13 8:00 AM – 5:00 PM
- Tuesday, July 14 8:00 AM – 5:00 PM

**Exhibit Hall Hours**
- Monday, July 13 4:30 PM – 6:00 PM
- Tuesday, July 14 5:00 PM – 7:00 PM
- Wednesday, July 15 8:30 AM – 5:00 PM
- Thursday, July 16 9:30 AM – 5:00 PM

**Exhibitor Move-Out**
- Thursday, July 16 5:00 PM – 11:00 PM
- Friday, July 17 8:00 AM – 3:00 PM

Exhibitors can access the Exhibit Halls beginning at 8am each morning.

Security
Exhibitors are responsible for the security of their goods at all times; we strongly advise that exhibitors with valuable equipment in their booth, have measures in place to avoid any potential thefts. This may mean taking it with you when the booth will be left unattended and overnight.

I have empty crates, where can I store them?
Please arrange this with Freeman, who can store them for a small fee; no empty boxes or crates can be stored behind exhibition booths. Freeman will be located at the back of the Exhibit Hall and can be contacted by phone at +1 775-355-4600.