

The Exhibitor Handbook



THANK YOU!

Thank you for exhibiting at HydroVision International 2019, we are looking forward to another great year. The Exhibitor Handbook contains several resources to help increase your ROI and ensure you're completely prepared for the event. Please feel free to share this Exhibitor's Handbook with your team.

Table of Contents

Exhibitor Essentials	2
Exhibitor Space Requirements	3
The Importance of Your Listing	4
Pre-Event Marketing	5
How To Exhibiting Articles	5
Event Checklist	6
Event Contacts.....	8
Material Handling/Drayage.....	9
Installing/Dismantling Your Booth.....	13
Exhibitor Badges/Registration.....	17
Scam Warnings to Exhibitors.....	18

The Exhibitor Handbook

EXHIBITOR ESSENTIALS

Helpful Links...

[Exhibitor Manual](#)

[Insurance Requirements](#)

[Exhibitor Listing Login](#)

[Common Questions](#)

[Exhibitor Registration](#)

[Glossary of Commonly Used Event Terms](#)

[Free Marketing Toolkit](#)

[Tips for Staffing Your Booth](#)

What's required...

All exhibitors are required to have carpet or flooring in their booth space. This can be rented through our general contractor or exhibitors can provide and install their own. Please see the [Exhibitor Manual](#) for rental options/pricing.

Proof of Liability Insurance is required for all exhibitors. Please review the Insurance Requirements document above for more details and submission instructions.

Booth Guidelines...

These guidelines will ensure that your exhibit design and plan are in accordance with **HydroVision International's** booth rules/regulations. If you have questions, please contact your exhibit service manager, **Nichole Pittman**, at **Nichole.pittman@clarionevents.com**.

Payments/Invoicing...

Pursuant to the terms and conditions of this Agreement, Exhibitor shall lease exhibit space at the Exhibition described above based on the specifications outlined herein. By signing your contract, Exhibitor understands and agrees that a 50% NON-REFUNDABLE first installment is due and payable no less than thirty (30) days of execution and submission of this agreement. Exhibitor also agrees to pay the remaining 50% second installment on invoice and not later than April 24, 2019, WITHOUT REFUND except as otherwise expressly stated in Section 9 in the contract.

The Exhibitor Handbook

Exhibitor Space Requirements

You will receive a link to the online [Exhibitor Manual](#) approximately six months before the event begins. This manual is sent to exhibitors that have already signed for their exhibit space. The [Exhibitor Manual](#) contains event information such as: move-in and move-out hours, exhibit hall hours, carpet and drape colors, floor plans facility rules, vendor forms, booth regulations, shipping, delivery and labor. Additionally, you will find important registration and housing information.

Requirements for exhibiting:

1. Exhibitor Certificate of Liability Insurance
 - a. A requirement of exhibiting is for ALL exhibitors to carry liability insurance throughout the Exhibition. The deadline for submitting the Certificate indicating adequate insurance coverage is July 2nd, 2019. Even if Exhibitor hires a Non-Official Exhibitor Appointed Contractor (EAC), Exhibitor still must supply its own Certificate of Liability Insurance.
 - b. For more information on Exhibitor Certificate of Liability Insurance download the certificate of insurance requirements form located in the [exhibitor manual](#).
2. Carpet or Floor Covering
 - a. Exhibitors are required to carpet their booth. If carpet is not ordered and installed by the force carpet time and date provided on the carpet order form provided by the general contractor, standard carpet will be provided at the discretion of the general contractor with billing direct to the exhibitor.
 - b. Exhibitors may bring their own carpet/floor covering but should notify the general contractor and their Exhibitor Services Manager, Nichole Pittman at Nichole.pittman@clarionevetns.com, that they are bringing their own.
 - c. Advance order discount rates and order forms can be found in the [exhibitor manual](#).
3. Register Your Staff
 - a. You have picked your booth, signed the contract, and now it is time to register your booth staff. You can register online through your exhibitor portal. More information on registration and rates can be found in the [exhibitor manual](#).
 - b. All Exhibitors receive 2 complimentary booth staff registrations per 100 sq. ft.
4. Update Your Exhibitor Listing
 - a. Your exhibitor listing is an important way of communicating information about your company to attendees. Make sure that you are taking advantage of everything your listing offers! To review your listing benefits or retrieve your login information please contact your Exhibitor Services Manager, Nichole Pittman at Nichole.pittman@clarionevents.com.
 - b. If you do not make updates to your listing, the basic information on your exhibitor contract will be the only thing displayed.
 - c. To get started on updating your listing login to the exhibitor portal.

The Exhibitor Handbook

The Importance of Your Listing

You may have asked yourself, “How do attendees find my company?” Event attendees plan their trip through the exhibition hall well before they arrive onsite. How do they do this? Attendees simply search for the products, services and company names they are looking to do business with in the Interactive Floor Plan and Exhibitor List (this can be done on the website or on our mobile app. They can even create their own plan of action and save companies they want to be sure to visit with during the event, or even schedule meetings with exhibitors before the show starts. Therefore, it’s vital to spend time setting up your listing as best as you possibly can.

So, now that you know why you want to build a listing, let’s talk about how to get this set up.

- First step: Go to the ‘Exhibitor Resources’ page and click ‘Manage Your Listing’ to access your company’s profile – This log in information was sent to your booths main contact via the booth confirmation email. If you need your login information, please contact your Exhibit Services Manager.
- Next: Click ‘Edit Booth Info’. This is where you will be able to add or update your company’s details, profile, logo, keywords, social links and select the appropriate categories for your company
 - Keep in mind that the length of your profile is limited to a character count based on the listing level purchased (basic, gold, or platinum).
 - It’s important to utilize your keywords. Keywords, along with your product categories, are how our attendees find your company on the floor!
- Click ‘Save’ and you’re all done! If there are any errors the system will let you know what needs to be fixed
- The final stage in building out a complete and traffic driving listing is to upload your products or services. To do so, click ‘Manage Products’
 - Here you can upload an image for each product or service and include a description
 - This is another great way to get found on the exhibit floor

All the ways to improve your listing mentioned above, are included in your Basic Listing Package. The Basic Listing Package is described below:

- In the Basic Listing Package, you are limited to 250 characters in your company profile, you can only select 3 product/service categories and only upload 3 products or services to your listing.

You can upgrade your listing to Gold or Platinum at any time. Upgrading provides the ability add more categories, products and services, and new features. With an upgraded listing, your company can add show specials, press releases, social media shout outs, and even videos to your listing.

If you need help with your listing or have questions about upgrading your listing contact Nichole Pittman at Nichole.pittman@clarionevents.com.

The Exhibitor Handbook

PRE-EVENT MARKETING

It is a top priority to provide our exhibitors with as many effective traffic-driving marketing tools to promote your company's presence and increase your ROI.

Visit the [Free Marketing Toolkit](#) page for the following:

- Customized Banners
- Viral Video Offer
- Event Logo
- Social Media Tips

"How-To" Exhibiting Articles

[Rules of Tradeshow Attendee Engagement](#)

[The Art of Smart Giveaways](#)

[Conducting Effective Pre-Show Staff Meetings](#)

[How to Engage Booth Visitors with Interactive Demos](#)

[A Worthy Destination: Designing an Effective Exhibit](#)

[15 Standout Exhibit Ideas](#)

[How Sales Reps Can Better Use Shows to Achieve Sales Goals](#)

[How to Rewrite Your Exhibitor Listing to Drive Booth Traffic](#)

[Booth Location Blues](#)

[32 Ways to Reduce Exhibiting Costs](#)

[Exhibit Measurement Made Easy](#)

[Staffing for Exhibiting Success](#)

[How to Use Event Marketing Sponsorships to Support Business Objectives and Deliver Real Value](#)

The Exhibitor Handbook

PRE-EVENT CHECKLIST

Use the checklist below when sending in your orders to make sure you are meeting deadlines for the discounted rates. Order forms/online ordering is in the [Exhibitor Manual](#).

	Service	Deadline	Date Sent	Check #	Date Confirmed	Contact	Show Site Phone #
General Contractor Services	Exhibit Rental	Xx/xx/xx					
	Installation & Dismantling Labor	Xx/xx/xx					
	Furniture/Accessory Rental	Xx/xx/xx					
	Carpet Rental	Xx/xx/xx					
	Graphics/Signs	Xx/xx/xx					
	Material Handling	Xx/xx/xx					
	Ship Freight to Warehouse	Xx/xx/xx					
	Booth Package Rental	Xx/xx/xx					
		Xx/xx/xx					
Other Services/Deadlines	Upload Your Company Listing Profile	Xx/xx/xx					
	Select Sponsorships	Xx/xx/xx					
	Reserve Advertisement in the Show Guide	Xx/xx/xx					
	Materials for Show Guide Advertising	Xx/xx/xx					
	Register Booth Staff	Xx/xx/xx					
	Make Hotel Reservation	Xx/xx/xx					
	Send in Certificate of Liability Insurance	Xx/xx/xx					
	Exhibitor Appointed Contractor Form (if applicable)	Xx/xx/xx					

The Exhibitor Handbook

Lead Retrieval	Xx/xx/xx					
Photography	Xx/xx/xx					
Booth Catering	Xx/xx/xx					
Electrical Services	Xx/xx/xx					
Sound Equipment	Xx/xx/xx					
Internet	Xx/xx/xx					
Booth Cleaning	Xx/xx/xx					
Audio Visual Equipment	Xx/xx/xx					
Ship Freight to Convention Center	Xx/xx/xx					
Floral	Xx/xx/xx					
Outbound Shipping Arrangements	Xx/xx/xx					

The Exhibitor Handbook

Event Contacts



Thank you for exhibiting with us at HydroVision International 2020. My name is Nichole Pittman and I will be your Exhibitor Services Manager for the event. I am here to answer any questions you may have regarding exhibiting in general or the event specifically. Please feel free to reach out any time, contact information provided below.

I look forward to working with you!

P: +1 (918) 832- 9227

E: Nichole.pittman@clarionevents.com

For a full list of order forms and contacts visit the [exhibitor manual](#).

General Contractor

Freeman Services is the general contractor for HYDROVISION International 2020. Order forms and questions regarding carpet, material handling, shipping, etc. should be directed to Freeman Services.

850 Spice Island Drive

Sparks, NV 89431

P: +1 (775) 355-4600 | F: +1 (469) 621-5617

FreemanRenoES@freeman.com

Convention Center

Oregon Convention Center Exhibitor Service Desk

P: +1 (503) 235-7578

E: servicedesk@oregoncc.org

Registration

CompuSystems

P: (224) 563-3788 or (877) 394-9753

E: HydroVisionRegistration@compusystems.com

Housing

Connections Housing

P: +1 (702) 476- 6976

E: HydroVision@ConnectionsHousing.com

6AM-5PM (PST) Monday-Friday

The Exhibitor Handbook

MATERIAL HANDLING/DRAYAGE

Material Handling, sometimes called drayage, can be confusing. To help explain the process below is a list of commonly asked questions. If you do not find your answer here, please feel free to call your Exhibit Services Manager.

What is Material Handling?

This process includes:

- Unloading your exhibit materials (freight) from your designated carrier or company truck
- Storage at the show contractor's warehouse (for up to 30 days before the event)
- Delivery to your booth
- Moving empty containers to and from storage
- Removing material from your booth for reloading onto your designated carrier after the event.

Material handling *does not* include the cost of transporting your exhibit material to and from the event. You have two options for shipping your exhibit materials: either to the warehouse or directly to the show site.

- **Hand-Carried Freight**
At most events, you can carry your own items into the hall *as long as* you do not use any equipment prohibited by labor union regulations, such as handcarts or four-wheel dollies. Venues will not supply handcarts or dollies to aid you in hand-carrying your own items due to labor union regulations and liability.

How Do I Estimate My Material Handling Charges?

Your charges are based on the weight of your shipments. Since each shipment received is considered separately, you need your shipment's weight before you can calculate the charges.

To calculate your charges manually

- Review the material-handling order form in the [Exhibitor Manual](#) and specify whether the shipment will arrive at the warehouse or be sent directly to the show site. Rates are usually different for each.
- Next, select the category that best describes your shipment.

There are three categories of freight:

CRATED: material packaged on a skid or in any type of shipping container that can be unloaded at the dock with a forklift. In this case, no additional handling is required.

UNCRATED, PAD-WRAPPED OR LOOSE SHIPMENTS: loose, pad-wrapped, and/or non-skidded materials; single-unit shipments (e.g., shipments/machinery that cannot be moved with a forklift because it does not have proper lifting bars or hooks). This type of shipment requires special handling.

SPECIAL HANDLING: material delivered in such a manner that requires additional handling.

The Exhibitor Handbook

This can include the following examples:

- Ground unloading (vehicles that are not dock height, preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.),
- Stacked units of freight
- Unloading in a constricted space,
- Designated-piece unloading (i.e., individual cartons or loads mixed with pad-wrapped material),
- Loads failing to maintain shipping integrity
- Carpet- and/or pad-only shipments
- Shipments that require additional time, equipment or labor to unload.
- Federal Express and UPS are included in the special-handling category due to their delivery procedures.

If material is delivered to your booth during the ***overtime period***, you will need to factor in the overtime charges. This includes *both* warehouse and show-site shipments.

If the shipment is accepted at the warehouse or at show site after the deadline listed in The [Exhibitor Manual](#), you will need to calculate a late-delivery fee.

How do I ship to the warehouse?

The official show contractor will accept freight at its warehouse beginning approximately 30 days prior to move-in. Warehouses normally receive shipments Monday through Friday, except holidays. Warehouse addresses and hours can be found in the [Exhibitor Manual](#).

The warehouse will accept crates, cartons, skids, trunks/cases and carpets.

NOTE: Loose or pad-wrapped material must be sent directly to the show site.

Certified weight tickets must accompany all shipments, except those shipped through small -package carriers like FedEx and UPS. All shipments must have a bill –of lading or delivery slip indicating the number of pieces, type of merchandise and weight. It is in your best interest to ensure that your shipments have certified weight tickets. That way, you know exactly how much your material-handling fees should be without having to rely on the contractor. Certified weight tickets must accompany all shipments.

To ensure the maximum discount on freight handling, your shipment must arrive *prior to the deadline* listed in the Shipping section of the [Exhibitor Manual](#) (your freight can still be received after the deadline date, but you will incur additional charges). If you are unable to meet that deadline, you may ship directly to show site.

Shipping freight directly to the warehouse offers advantages that offset the slightly higher rates:

- Free storage for up to 30 days in advance of the event
- Priority delivery to the event
- Your shipment will be in the booth when you arrive

The Exhibitor Handbook

- You can guarantee the labor start time

What if I choose to ship direct to show site?

Freight will only be accepted during exhibitor move-in days.

Certified weight tickets must accompany all shipments, except those shipped through small-package carriers like FedEx and UPS.

For some events you may be assigned a specific target date and time, depending on your booth location. Please refer to the [Exhibitor Manual](#) for specific exhibitor move-in dates and times.

All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.

Should I use a pallet for shipping?

If a forklift is needed for material handling, make sure your shipment is on a pallet. When possible, heavy, bulky items should be placed on pallets for improved handling.

To maximize carton strength, stack cartons on the pallet vertically.

- You can secure cartons to a pallet with banding, shrink-wrap, stretch-wrap or breakaway adhesive.
- Cartons should be stacked squarely on the skid, with no overhang.
- Box flaps and corrugations should face up.
- Make the top surface as flat as possible.

Your bill of lading should reflect the total number of pieces on the pallet, not just one pallet.

Should I use shrink-wrap?

Shrink-wrap is a common and effective method of keeping all pieces of a shipment together.

When using shrink-wrap:

- Start at the bottom of the pallet, including the pallet when wrapping
- Continue wrapping upward around the load.

This will prevent the shipment from shifting off the pallet and damaging the freight.

What happens to my empty containers during the event?

Labeled, empty containers will be picked up from the booth periodically and stored in a non-accessible storage area during the event. You can pick up “Empty” labels at the on-site Exhibit Service Desk to put on your containers.

The Exhibitor Handbook

At the close of the event, labeled, empty containers will be returned to booths in random order.

PLEASE NOTE: *Depending on the size of the event, this process may and can take several hours.*

How do I ship my materials after the close of the event?

Each shipment must have a completed Material Handling Agreement for materials to be removed from the booth and loaded onto your designated carrier or company truck after the close of the event, and all pieces must be labeled individually.

To receive the shipping form and labels, you may complete the Outbound Shipping Form or submit the online request in advance, or you may go to the on-site Exhibitor Service Desk for your shipping documents.

The Material Handling Agreement and shipping labels will be processed and available prior to event closing.

After materials are packed, labeled and ready to be shipped, the completed Material Handling Agreement must be turned in at the Exhibitor Service Desk and you need to contact your designated carrier or company driver with pickup information.

If your Material Handling Agreement is not turned in, your carrier is not allowed to pick up your freight.

Please note you can use your own designated carrier or company driver or for your convenience, recommended carriers will be on-site to handle outbound transportation.

Marshalling Yard

Some events have an off-site marshalling yard where all vehicles must check in before they are unloaded at the convention center. Please check your event's specified website.

If this is the case, alert your carrier as to the location and schedule of the marshalling yard.

The Exhibitor Handbook

INSTALLING AND DISMANTLING YOUR BOOTH

Setup and Dismantling Labor

Even if you plan to bring your own display, you may have to order union labor to set it up and dismantle it. Order your labor in advance, because if you order at the event, you will probably have to wait. Union rules vary from state to state, please check the [Exhibitor Manual](#) for details.

What Can Exhibitors Do Without Union Personnel?

Please reference your [Exhibitor Manual](#) for specific details. In some instances, exhibitors may install and dismantle their own booth and lay their own carpet in their own area as long as the booth size is 100 square feet (10 feet by 10 feet) or less and the following conditions are met:

- 1) The setup can be reasonably accomplished in approximately one hour.
- 2) No tools are used in the assembly or dismantling.
- 3) Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this.

Exhibitors are allowed to unpack and repack their own products (if in cartons, not crates) and are allowed to do technical work on their equipment, such as balancing, programming and cleaning machines, etc. Exhibitors may “hand carry” their items or use nothing larger than a two-wheeled baggage cart (rubber or plastic wheels only). Exhibitors may move a “pop-up” display (equal to or less than 10 feet in length) that can be carried by hand by one person.

Official Contractors and Exhibitor-Appointed Contractors

The companies in the [Exhibitor Manual](#) are the event’s official contractors, and you’ll find them at the Exhibitor Service Desk at the event. All other contractors (not in your manual) are called Non-Official Exhibitor Appointed Contractors (EACs).

If you decide to use an EAC, complete the EAC form found in the [Exhibitor Manual](#). It is your responsibility to ensure your EAC provides a certificate of insurance to PennWell and the General Contractor at least 30 days prior to move-in.

Building Services

Utilities (water, gas, electricity and compressed air) and telecommunication services (telephone and Internet) are ordered through the facility and/or general contractor. Order forms and additional information are in the [Exhibitor Manual](#).

Electrical Service

The Exhibitor Handbook

The more information you supply with your electrical order form, the smoother your installation will be. Be sure to include:

Floor plans/Display Diagrams — indicate where your outlets should be by using neighboring booth numbers as references.

Approval to Proceed — inform the electrical department if you want your outlets installed before you arrive at the event.

24-Hour Power Order — order only for the outlets that require constant power. Regular power for each day is usually turned on one hour before the event opens and turned off one hour after the event closes.

Estimating your power requirements can be confusing. Here are some examples of power needs for various pieces of equipment:

Coffee pot.....	2,000 watts
Computer.....	900 watts
Refrigerator.....	700 watts (24-hour power)
27" television.....	1,000 watts

Furniture and Carpet Rental

The General Contractors offer both standard and specialty rental furniture. If ordered in advance, this furniture will be delivered to your booth before the event and picked up afterward. Complete information and order forms are in the [Exhibitor Manual](#). Rental carpet is available in various grades and colors. You can also order carpet padding for comfort and Visqueen polyethylene sheeting to keep your carpet clean prior to the event opening. Prices normally include delivery, installation and removal.

TIP: Order just a 9x10-foot carpet for a 10x10-foot booth, because a booth's back wall usually covers the rear 1-foot area. However, if you prefer to cover your entire booth, you may order custom-cut carpet

Booth Cleaning is not normally included in your space cost.

Information on various services in regards to booth cleaning:

- Daily vacuuming — Booth is vacuumed before the event opens each day. Refer to your [Exhibitor Manual](#) to determine if trash removal is included with this service. Otherwise you'll need to order periodic trash service as well.
- Vacuuming once before the event opens on the first day.
- Periodic trash service — Trash is emptied and surfaces are wiped down at specific intervals. If you plan to have food and/or beverage in your booth, it is a good idea to use this service.

The Exhibitor Handbook

When You Get to the Event

Get your badge from Registration, then find your booth and check the status of your display and the services you ordered. Find out the location of the Exhibitor Service Desk. If you need anything in your booth or have any service-related questions, go to the Exhibitor Service Desk immediately. They will resolve your problem or send you to the right person. To move freely throughout the exhibit hall, staff who has not received an official badge may be required to wear a wrist band before registration opens. Visit the Exhibitor Service Desk or security when arriving at the event to pick up this wristband.

Empty Containers and Accessible Storage

When your booth is ready, put “Empty” stickers on all your empty cartons and crates. Clearly write your booth number, company name and event name on the stickers and place the containers in the aisle. Labor will pick up empties, store them during the event and return them to your booth at the end of the event. If you did not use or pay for the material-handling services, the General Contractor can still store your empty containers for a fee. As a general rule the Fire Marshall does not allow storage of boxes behind your exhibit. Empties will be returned as expeditiously as possible once teardown begins and aisle carpet is removed. Exhibitors must be patient during this process, as it can take time.

If you have products and/or items that you need to get to during the event, the General Contractor can put them in accessible storage so you can replenish your stock. Accessible storage is not a standard offering at PennWell events.

During The Event

There will be important papers in your booth when you arrive each morning that contain event information such as:

- How to reserve your booth for next year
- Logistical information regarding your move-out
- Marketing Information

Your service invoice(s) will also be delivered to your booth at some point before the exhibit hall closes. Review all your invoices at the event. Questions are always easier to resolve while people are still there and memories are fresh.

Confirm the following outbound details during the event:

The Exhibitor Handbook

Schedule your dismantle labor. Leave enough time for your empty containers to be returned to your booth before you order your labor. Double check shipping arrangements with your carrier, if your carrier doesn't pick up your shipment on time, the General Contractor will assign your shipment to another carrier or take it back to its warehouse for later shipping. These additional charges are billed to your company. To avoid this, you can have the preferred transportation vendor ship your freight back to your office or to the next event.

Closing Day

Read the move-out information for the most current dismantling instructions and schedule. Do not begin dismantling your display or packing your product until the event officially ends. This is unfair to your neighbors and the attendees who are still at the event; sales are still made the last hour of an event. When you are packed and ready to go, complete your out-bound bill of lading and turn it in at the Exhibitor Service Desk. Labor will pick up your freight from your booth and load it onto your designated carrier. Keep your valuables (laptops, briefcases, purses) with you at all times during the event, including tear-down. Do not leave personal items unattended in your booth.

The Exhibitor Handbook

EXHIBITOR BADGES/REGISTRATION

Purchasing a booth does not *automatically* register staff for your exhibitor badges. You will need to register the staff who will maintain the booth during exhibit hall hours. Each exhibitor will receive 2 complimentary booth staff passes per 100 square feet of space purchased. For information on registering your staff, please visit our [Exhibitor Registration page](#).

Please note: *Individuals/companies that you hire to erect your booth, but will **not** work during the event, will **not** need to be registered. They can obtain a wristband for entry at the Registration Counter onsite.*

Booth Staff: The staff that will man the booth during exhibitor floor hours. They will have access to the floor before the event for booth setup and afterwards for dismantle. After utilizing your booth allotment, additional booth staff registrations can be purchased through the same process in the exhibitor portal.

Exhibitor Delegate: Same access as the booth staff, but this person will have the same access as a full conference attendee as well. After utilizing your booth allotment (if applicable), additional full conference registration can be purchased through the same process in the exhibitor portal.

A person can be registered as either Staff or Delegate, not both.

Booth Contact: This person will be the one maintaining the onsite booth staff whether they are attending the event or not. This person may and can be different than the company contact or the person who signed the booth contract.

Payment must be received by published date to receive early registration discounts. Cancellations must be received in writing on or before May 31, 2019, to receive a refund, minus a \$100 administrative charge. After May 31, 2019, refunds are not available. Substitutions may be made at any time by notifying the registration office in writing.

Registration can be done online or via phone. The Registration Departments contact information is as follows:

Registration Customer Service

P: (224) 563-3788 or (877) 394-9753

E: HydroVisionRegistration@compusystems.com

The Exhibitor Handbook

SCAM WARNINGS TO EXHIBITORS

Directory Scam:

- Fair Guide
- Expo-Guide
- Energy Power News

Please report any unauthorized solicitation to globalpower@pennwell.com

List Rental Scam:

The only way to rent the attendee list is through PennWell Corporation. If you are interested in renting the attendee list, please email us at globalpower@pennwell.com. If you receive an email regarding an attendee list, please forward the email to [Matt Downing](#).

Housing Warning:

The only official housing company for HydroVision International is Connections Housing. All other companies do not have any affiliation with HydroVision International. We highly caution you from engaging unauthorized companies because if/when issues arise, HydroVision International management does not have the ability to aid in solving them. Please report any unauthorized housing and travel solicitations to Sarah Davis at Sarah.Davis@clarionevents.com