



Show Producer:

EHX is produced and managed by EH Events
111 Speen Street, Suite 200
Framingham, MA 01701
508-663-1500
800-375-8015
<http://www.ehxweb.com>

Show Location:

Orange Country Convention Center
South Building, Hall B
9899 International Drive
Orlando, FL 32819
www.occc.net

Show Hours:

Thursday, March 15:	11:00am - 5:00pm
Friday, March 16:	10:00am - 5:00pm
Saturday, March 17:	10:00am - 1:00pm

Badge Pick up & Registration Hours:

Wednesday, March 14:	1:00pm - 6:00pm
Thursday, March 15:	7:30am - 5:00pm
Friday, March 16:	7:30am - 5:00pm
Saturday, March 17:	7:30am - 12:00Noon

Show Management Staff

Please don't hesitate to contact us with any questions you might have so we can help make your exhibiting experience a positive one!

John Galante, Managing Director
508-663-1500 x242, jgalante@ehpub.com

Amy Reddington, Director of Event Operations
508-663-1500 x247, areddington@ehpub.com

Amy Brennan, Exhibitor & Attendee Coordinator
508-663-1500 x299, abrennan@ehpub.com



Show Management Staff

Mary Simard, Operations Manager
508-663-1500 x255, msimard@ehpub.com

Deborah Smith, Sales Manager
508-663-1500 x306, dsmith@ehpub.com

Joe Zuccerella, Sales Manager
508-663-1500 x230, jzuccerella@ehpub.com

Genevieve Ferratusco, Event Manager
508-663-1500 x304, gferratusco@ehpub.com

Jessica Camerato, Press & Marketing Manager
508-663-1500 x296, jcamerato@ehpub.com

Matt Thayer, Creative Director
508-663-1500 x260, mthayer@ehpub.com

Marina Falone, Accounts Receivable
508-663-1500 x233, mfalone@ehpub.com

What's included in your booth (by package):

Standard booth

- 8' back drape
- 3' side drape
- 7 x 44" company id sign
- Complimentary attendee guest expo passes and discounted conference passes.
- (5) press release postings to ehxweb.com
- \$49 EHX full conference passes for booth staff

Basic 10x10' turnkey booth package

- Includes all Standard items, plus:
- Carpet
- (1) Standard AC drop
- (1) 6' draped table
- (2) chairs
- Wastebasket



10x15' turnkey exhibiting solution

- Hard wall back and side return with built-in storage counter
- Curved reception desk
- Stool
- Standard AC drop
- 3 spots for customizable graphics
- Carpet
- Complimentary attendee guest expo passes and discounted conference passes.
- (5) press release postings to ehxweb.com
- \$49 EHX full conference passes for booth staff

Kiosk based participation

Control4 Partners Pavilion

Z-Wave Pavilion

New Opportunities Pavilion

- Attractive 6' by 6' turnkey exhibit kiosk with built-in storage and shelving, customized graphic.
- Standard AC drop
- Carpeting
- Furnishings (wastebasket, stool)
- Complimentary attendee guest expo passes and discounted conference passes.
- (5) press release postings to ehxweb.com
- \$49 EHX full conference passes for booth staff

Service Providers At-A-Glance

The following companies have been chosen by Show Management to provide their services at EHX Spring 2012; they are the 'official' and 'exclusive' contractors for their services. They have been granted access to the exhibit floor, will be on-site for the duration of the event, and drayage charges do not apply to their services.

Those listed as 'exclusive' must be used by any exhibitor needing that service at EHX Spring 2012. Companies that are not listed as 'exclusive' are 'official' vendors. You may use a company on-site in lieu of the EHX Official Contractor, however you must adhere to the guidelines for Exhibitor Appointed Contractors (EAC's). Questions? Contact [Mary Simard](#) or 508-663-1500 x255 or [Amy Brennan](#) at x299



Service Providers:

Audio/Visual and Computer Rentals
LMG, Inc.
9800 International Drive
Orlando, FL 32819
Tel: 407-685-9889
Fax: 407-685-9897
Email: <mailto:exhibits@lmg.net>

Business Center
Fedex/Kinko's
9800 International Drive
Orlando, FL 32819
Tel: 407-363-2831
Fax: 407-363-4731
Email: <mailto:usa3996@kinkos.com>

Catering (exclusive)
Centerplate
9800 International Drive
Orlando, FL 32819
Tel: 407-685-5712
Fax: 407-685-9859
www.centerplate.com

Booth Cleaning
Shepard
1531 Carroll Drive NW
Atlanta, GA 30318
Phone (in USA)- 1-800-475-2098
Fax (in USA) - 1-866-329-1437
www.shepardes.com

Electric (exclusive)
OCCC Exhibitor Services
9800 International Drive
Orlando, FL 32819
Tel: 407-685-9824
Fax: 407-685-9884
www.occc.net



Service Providers:

Floral
Floral Expositions
21 Premier Row
Orlando, FL 32809
Tel: 407-855-0339
Fax: 407-855-0242
<mailto:orders@floralexpo.net>

General Contractor / Decorator
Shepard
1531 Carroll Drive NW
Atlanta, GA 30318
Phone (in USA)- 1-800-475-2098
Fax (in USA) - 1-866-329-1437
www.shepardes.com
(exclusive for drayage/material handling)

Internet and Telecommunications (exclusive)
Smart City
5795 W. Badura Ave, Suite 110
Las Vegas, NV 89118
Tel: 888-446-6911
Fax: 702-943-6001
www.smartcity.com

Lead Retrieval
Convention Data Services
Holly Gosnell
107 Waterhouse Road
Bourne, MA 02532
Tel: 800-746-9734x1593
EFax: 508-445-0510
www.cdsreg.net

Set up/Dismantle Labor
Shepard
1531 Carroll Drive NW
Atlanta, GA 30318
Phone (in USA)- 1-800-475-2098
Fax (in USA) - 1-866-329-1437
www.shepardes.com



Service Providers:

Photography
The Photo Group
PO Box 309
Bodega, CA 94922
Tel: 800-752-6913
Fax: 707-8763027
www.thephotogroup.com

Security
A Services Group (exclusive)
1800-B Husted Road
Conway, SC 29526
Tel: 813-298-2243
Fax: 843-347-5275

Talent Agency/Models
Judy Venn & Associates
3186 Airway Avenue, Suite H
Costa Mesa, CA 92626
Tel: 714-957-8300
Fax: 714-957-8301
<mailto:lvinfo@judyvenn.com>

General Show Information

Age Restrictions

For safety, security and liability reasons, persons under 18 years of age are not admitted on the show floor. This rule applies to set-up and tear-down, as well as during show hours. This policy applies to exhibitors as well as attendees and there will be no exceptions to this age restriction policy; please plan accordingly.

Show Drape

Drapery throughout the show is Gray and White. Booth equipment, services and furnishings are available through the show's official contractor, Shepard. Order forms for these services can be found in the Shepard Carpet & Decorating Order Forms section.

Booth Selection

Reserving booth space for EHX Spring 2013 will take place in the Sales office at the event. You will receive an information packet detailing the rebook process prior to the show. Please contact [Joe Zuccerella](#) or 508-663-1500 x230 with any questions.



Business Center

There is a Kinkos located in the Orange County Convention Center in the South Concourse. They can be reached at 407-363-2831 or email at <mailto:usa3996@kinkos.com>.

Carpet

The aisles within the exhibit halls will be covered with tuxedo carpet (black/gray speckled). For safety reasons, we require that the entire floor of your booth be covered in carpet or an alternative floor covering so that no concrete is visible.

Crate Removal / Storage

Crates, boxes and packaging materials will be collected from your booth throughout move-in to be stored for the duration of the show. Please label your material properly so that they may be promptly returned to you at the end of the show; labels will be available from Shepard on-site at their Service Desk. Please note that there will be no access to these boxes once they have been removed from your booth.

Drayage / Material Handling

Shepard is the exclusive drayage contractor on the show floor. They will expedite the delivery of your materials upon arrival. Please note that advance shipments sent to the warehouse will be delivered to your booth before set-up begins.

Exhibit Space

All linear (non-island) booths are provided with pipe and drape and one standard identification sign. Additional booth furnishings can be rented or purchased through Shepard or your exhibitor appointed contractor. Order forms can be found in the Shepard Carpet & Decorating Order Forms section.

Event Marketing

Event Marketing (pre-show, on-site and post-show) is integral to enhance the success of your exhibit experience! Many event marketing opportunities are available at different price points, many at no charge. A full description of these opportunities can be found in the Event Marketing section.

First Aid

A First Aid station will be available from the first day of move-in through move-out. First Aid will be located just off the show floor, in Room 228.



Hanging Signs

Explicit signage guidelines to ensure maximum visibility for all exhibitors are included in the Exhibit Rules & Regulations section. Please consult this information prior to planning your exhibit.

Insurance

Per your exhibit space contract you are required to carry adequate insurance covering theft, public liability and property damage, and may be asked to provide proof on-site in the form of a certificate of insurance valid from Monday, March 12 through Sunday, March 19. Please refer to article 11 of your exhibit space contract for details. Also, do not forget to properly insure your shipments from the moment it leaves your warehouse to when it returns.

- a. Liability of \$1,000,000 for property damage per occurrence
- b. \$1,000,000 for personal injury per occurrence
- c. Workers' Compensation aggregate coverage of \$1,000,000 per occurrence, naming EH Publishing, Inc., Shepard Exposition Services, and the Orange County Convention Center as additionally insured for the time period in question
- d. Dates of coverage: Monday, March 12 through Sunday, March 19.

Labor

Shepard is the official labor contractor for EHX Spring 2012. Orders can be placed by completing the order form located in the Shepard Labor Services section. If your company plans to use another contractor for the installation and dismantle of your exhibit, you must complete and return the EAC form to both Show Management and Shepard before February 16th (or you will be required to use Shepard labor while your exhibit house supervises). Please take a moment to familiarize yourself with the local union guidelines located under the Shepard Labor Services section.

Lights Out

Exhibitors may request Lights Out over their booth space for the duration of the show, for a fee. Please visit the Service Desks onsite, to place your order with the Orange County Convention Center.

Media Outreach

There are many opportunities for exhibitors to reach trade and national media through EHX. Among the vehicles of communications for exhibitors are posting of press releases on the EHX web site, and on-site press conferences. Please refer to the Event Marketing section for additional details regarding media outreach.

Registration

Exhibitor registration is available online for your convenience. Badge allotments are directly related to booth size. Please see the Registration section for complete details.



Rigging

The OCCC is the exclusive provider of rigging services (sign-hanging) for EHX. Please refer to the Exhibit Rules & Regulations section for information and rates. Shepard can provide rigging services for in-booth needs.

Security

Show Management will be providing perimeter security for the exhibit hall, however, exhibitors are solely responsible for the security of their contracted exhibit space and the products within. Exhibitors interested in hiring security officers for their booth can do so by contacting David Lambert with A Services Group at 813-298-2243, the official security provider for EHX Spring. Order prior to February 28 to receive the discounted rate.

Set-Up / Tear-Down Badges and Wristbands

Exhibitors and all of their subcontractors wishing to gain access to the show floor prior to the opening of the show must display their badge in order to gain access. Booth personnel can also obtain a set-up / tear-down wristband for the purpose of gaining access for set-up and teardown only. These wristbands will be available at the entrance to the exhibit halls throughout set-up and tear-down. More information on this policy can be found in the Registration section.

Smoking

Smoking is strictly prohibited anywhere on the property.