

Exhibitor Tips:

TOP TEN MUST-DO'S



Know-Before-You Go

Exhibitor tips to live by

Tip # 1. READ YOUR SERVICE MANUAL OR SHOW KIT.

Knowing show rules and regulations, such as labor jurisdictions, fire safety guidelines, etc. is critical when planning your exhibit.

Tip # 2. SAFEGUARD SHIPPED MATERIALS

During the time between delivery of your shipment(s) to your booth and when you arrive, your materials will be left unattended. It is recommended that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Tip # 3. UNDERSTAND MATERIAL HANDLING

Material handling charges are based on the weight of your shipments, not on the distance of your booth space to the dock; and each shipment received is charged separately.

Tip # 4. CANCELING LABOR SERVICES

Notify the general contractor as soon as possible if previously ordered labor is not needed. Some contractors require a 24 hour notice; otherwise, there is a cancellation charge of one hour per person

Tip # 5. ADVANCE & SHOW SITE ORDER

Advance and show site orders for equipment and labor will be dispatched once a TIP company representative signs the labor order at the Exhibitor Service Center.

Tip # 6. KEEPING YOUR CARPET CLEAN

Remember to order visqueen to keep your carpet clean prior to show opening and TIP carpet padding for extra comfort during the show.

Tip # 7. ORDERING GRAPHICS

Order graphics prior to the deadline date for discounted prices.

Tip # 8. CARPET SIZE

Rent a 9' x 10' carpet for a 10 x 10 booth – usually a booth's backwall will cover the rear one foot-area. However, if you prefer to cover your entire booth, you may order custom cut carpet.

Tip # 9. DRESS DURING SET-UP

Wear comfortable clothes/shoes during set-up. Air conditioning and heating are not turned on during move-in!

Tip # 10. VALUABLES

Keep your valuables (laptops, briefcases, purses) with you at all times, including during the tear down of the show. Do not leave them unattended in your booth.

GOT QUESTIONS?

AGS Exhibitor Services

Monday – Friday from 8am – 5 pm EST

Call: [1-407-292-0025](tel:1-407-292-0025) | Email: eventservices@ags-expo.com | Order [Services](#) 24/7

Plus find extra guides in our [Exhibiting Toolkit](#)