

2010 WOCN / WCET Joint Conference – Exhibitor Service Manual Outline

General Information – Package, Schedule, Deadlines, Shipping

On-Line Ordering Instructions

Payment Authorization

Third Party Payment Authorization

Exhibitor Appointed Contractor

Signature Series Packages

Economy Booth Package for WOCN & WCET Exhibitors

Expo Furnishings

Carpeting & Cleaning

Specialty Furnishings/Accessories

Executive Furniture

Exhibit Solutions Booth Rentals

Exhibit Solutions Accessories

Phoenix Labor Rules & Regulations

Labor Order Form

Ground Rigging / Forklift Rental

Sign Order Form

Transportation Services

Shipping Labels – Advance Warehouse and Direct to Show

Hanging Sign Shipping Labels

Material Handling Authorization

Material Handling Information

Material Handling 101

Overhead Rigging / Hanging Sign

AV Concepts and Phoenix Convention Center Rigging Rules and Regulations

Additional Services:

Lead Retrieval (form OK, no revision needed)

Audio Visual Equipment

In-Booth Catering

Phoenix Convention Center, Electrical Order Form

Phoenix Convention Center, Telecommunications (Internet/Phone)

Phoenix Convention Center, Water/Air