

EXHIBITOR NEWSLETTER #1 – IMPORTANT EXHIBIT INFORMATION

PRINT & SAVE THIS INFORMATION!

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- Fraud Warning
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DEADLINES

Important Deadline Snapshot

Don't delay, you'll and miss out on free exposure and substantial discounts. See your [Exhibitor Service Kit](#) for forms and more information. *Some deadlines are not included below.

August 23, 2013

- **Event Guide Listing – Mandatory**
- Passport Prize Giveaway Donations

September 3, 2013

- Shipments Accepted at the Warehouse
- Exhibitor Appointed Contractor Form Due

September 6, 2013

- Discount Hotel Reservations

September 11, 2013

- Hanging Signs & Overhead Rigging (over 100lbs)

September 16, 2013

- Emergency Contact Information - **Mandatory**
- Proof of Insurance - **Mandatory**
- Vehicle Specifications – **Mandatory for Vehicles**
- Carpeting – **Mandatory**

September 16, 2013 (continued)

- Computers & Audio Visual
- Electrical Service
- Internet & Telecomm
- Furniture & Accessories
- Material Handling
- Hanging Signs (under 100lbs)
- Labor
- Rental Exhibits
- Floral and Plants
- Booth Catering

September 24, 2013

- Badge Scanners (email capture)
- Deadline for Advance Warehouse Shipping

September 26, 2013

- Exhibit Staff Pre-Registration

FRAUD WARNING

As you know, we post the [exhibitor list](#) online at GreenFleetConference.com. Unfortunately, this makes us vulnerable to unapproved and non-vetted companies soliciting you for everything from carpet to list rentals.

Please be advised that we strongly discourage you from working with any of these vendors as many are fraudulent or don't warn you of hidden costs. Below is a list of vendors that have been approved to contact you directly. When in doubt, email kristen.messineo@bobit.com before signing on the dotted line!

DO NOT complete directory forms from Construct Data or the Fair Guide. They are not affiliated with GFC.

All companies approved by the Green Fleet Conference are included in the exhibitor service kit found at <http://www.greenfleetconference.com/Page/Exhibitor-Service-Kit.aspx>.

Approved companies include:

- AV Concepts (Hanging over 100 lbs.)
- AV Media (AV & Computer Rental)
- Aventura (Catering)
- Buttine Insurance Underwriters (Insurance)
- Convention Plant Creations (Floral)
- Commonwealth Electric Company (Electrical)
- Custom Registration (Registration & Badge Scanners)
- ELITEeXPO (Freight)
- Hyatt Regency Phoenix (Hotel Rooms)
- Shepard Exposition Services (General Contractor)
- Smart City (Internet & Telecom)

YOUR SERVICE KIT

The official Green Fleet Conference & Expo service kit is ready! [Click here](#) to download the entire kit or you can pick and choose items at <http://www.greenfleetconference.com/Page/Exhibitor-Service-Kit.aspx>. Please take the time to review the information so you don't miss anything important.

In the Kit you'll find:

- Shipping information
- Service order forms such as electricity and Internet
- Staff registration instructions
- Move in information
- And more...

EXHIBIT STAFF REGISTRATION

Pre-register your staff for a smooth check-in process! You can use the login information below to easily register and change your staff online. If you run out of your complimentary allotment, you can purchase additional passes online with [this special link](#).

Exhibitor Online http://www.customreg.com/exhibitorregistration22/?s=bbm_fleet_102013&IDevent1=1

Username: (email address from your space contract)

Password: (five-digit zip code from your space contract)

You can add and change your staff through Thursday, September 26th. If you miss the deadline, you can complete your registration onsite.

BOOTH CARPET

Just a reminder, the exhibit hall is NOT carpeted but GFC requires that all exhibit booths are carpeted or have comparable flooring. You can purchase carpet from Shepard Exposition Services using forms found in your [service kit](#), or you may bring your own flooring.

If you choose to bring your own flooring be sure to thoroughly read the Union Jurisdictions to ensure you don't incur unexpected labor costs. All booths larger than 100 square feet require contracted union labor.

Also, all flooring must cover the entire area of the exhibit space with no concrete showing.

Note: If you purchase carpet from Shepard Exposition Services the labor is already included in the rental cost.

HOTEL DISCOUNT DEADLINE

The Hyatt Regency Phoenix has set aside rooms and special discount of \$189 per night just for Green Fleet Conference attendees! Reserve your room now by (888) 421-1442 or [book online](#). The discount rate is only available until **September 6, 2013** while rooms are available. Be sure to reference the Green Fleet Conference.

Room Rate: \$189 per night while rooms are available. Room rate negotiated at prevailing government per diem rates!

Cut-Off Date: **September 6, 2013**

Book by Phone: (888) 421-1442

Book Online: [Click Here](#)

Reference: Green Fleet Conference & Expo

EXHIBITOR LINKS

- [Exhibitor Service Kit](#)
 - [Floor Plan](#)
 - [Exhibiting Companies](#)
 - [Exhibitor Frequently Asked Questions](#)
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COMING SOON

Stay tuned for this information in the next exhibitor newsletter!

- Vehicle Delivery & Staging Information
 - Ride & Drive Details
 - Shipping Basics
 - Passport Prizes and Listings
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HELP!

Are you still confused or worried you will miss a deadline? Just give us a call, we are here to make sure your exhibit is a success!

Kristen Messineo
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(310) 533-2576
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Lorena Cardenas
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Or live chat with a representative during business hours at <http://www.greenfleetconference.com/Page/Contact-Us.aspx>.

www.GreenFleetConference.com