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# 2008 American Public Works Association International Public Works Congress & Exposition

August 17–20, 2008 | New Orleans, LA | New Orleans Convention Center



## **MOBILE EQUIPMENT & TARGETED MOVE-IN**

Material handling at APWA generally falls into two main categories - "freight" and "machinery". Freight can include crates, uncrated booth properties, carpet, pad, cartons, fiber cases, etc. Machinery can be mobile (either self propelled such as a vehicle or requires towing such as a trailer), or skidded machinery parts. The material handling rates can be found on the [Transportation Plus & Material Handling Form](#) (for freight) and the [Direct Machinery Rate Form](#) (for machinery) in the GES section of the Exhibitor Service Kit.

Due to the large amount of machinery on this show, it is important your equipment arrives during the freight delivery times noted on the color-coded [Freight Target Floorplan](#). The target floorplan is built so that machinery can be placed from the farthest point away from the docks to the closest, so that all machinery can be accommodated. If your machinery arrives outside your target freight time, there may not be an open path on the exhibit floor to deliver your equipment to your booth. Should you need to change your scheduled time, you will need to complete the [Freight Target Change Request Form](#) no later than July 24<sup>th</sup>. Failure to submit this form and not move-in at your currently scheduled time will result in a 30% surcharge that will be applied to your final invoice with GES. Please contact GES for any questions regarding this matter.

Self propelled equipment will need to be driven in by the exhibitor, and spotted by GES freight personnel. The GES freight personnel will direct you to your booth space - this is primarily for safety reasons to prevent both injuries to people on the show floor and damages to other booths .

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## **EXHIBITOR INSURANCE**

As in past years, APWA requires each exhibitor to carry commercial general liability insurance in an amount not less than \$1 million bodily injury and property damage combined per occurrence/\$2 million aggregate. APWA requires that exhibitors file a certificate of liability

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## **APWA 2008 EXHIBITOR NEWSLETTER IV**

### **TIME TO HIT THE LINKS**

Anyone for a round of golf? Don't miss out on the opportunity to play 18 holes at The Stonebridge Golf Club of New Orleans on Saturday, August 16th at 12:00pm. This is a four-person scramble with a shotgun start, so don't miss out on this fun afternoon, open to the first 144 registrants. Deadline ends July 11, 2008.

[Click here](#) for details on how to register.

### **APWA AGE POLICY**

APWA prohibits children on the exhibit floor during move-in and move-out. APWA does allow children under the age of 18 on the show floor during open hours. All children must be registered and accompanied by an adult.

### **VITAL CONTACTS**

#### **NTP Show Management**

Jenny Kamalian  
[jkamalian@ntpshow.com](mailto:jkamalian@ntpshow.com)  
Director of Customer  
Relations  
800-687-7469, x227  
1-703-683-8500, x227

insurance (APWA does NOT need to be named as additional insured). All exhibitors MUST file a certificate with Show Management no later than July 18th. Mail certificate to:

## NTP

**Operations Dept.**  
**Attn: Kathy O'Driscoll**  
**313 S. Patrick Street**  
**Alexandria, VA 22314**

Contact your company's insurance provider to obtain a certificate. In the unlikely event your company does not have liability insurance which covers your presence in trade shows, you can obtain it through many insurance carriers, including [John Buttine, Inc.](#) ph: 800-964-4454 or 212-697-1010) and [K&K Insurance](#) (Trade Show Exhibitor Insurance - Form 1018B; ph: 866-554-4636). APWA must have a copy of your liability insurance certificate prior to setting up your exhibit.

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## BOOTH EQUIPMENT & CARPET

Each exhibit includes the following items, where applicable:

1. Display space rental.
2. Standard booth equipment for 10' deep booths, consisting of flameproof 8' high back drape in alternating panels of White and Orange, with Orange 3' high side drape dividers. The main aisle carpet color will be Blue. NOTE: Each exhibitor must provide carpet or professional flooring for your entire booth space (10' deep in-line booths may use 9' deep carpet to allow for 1' of electrical raceway at the rear of the booth).
3. A standard 7" x 44" booth sign is provided for 10' deep booths. Additional signage may be ordered through the GES "Custom Signs" by going to GES Online.
4. General hall lighting and heating/air conditioning.
5. Twenty-four hour perimeter security service in general exhibit areas.
6. Exhibitor registration and identification credentials.

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## UPCOMING DEADLINES

ASAP	Sponsorship Opportunities
July 1	Request additional Preferred Customer Passes
July 4	Ad Space Reservations Due – APWA Reporter
July 11	Golf Registration Form
July 15	Advance shipments: 1st Day warehouse accepts
July 17	Exhibit Booth Security Guard
July 18	Liability Insurance Certificate to Show Mgmt.
July 18	Exhibitor Appointed Contractor Forms
July 18	Telephone, Internet Service
July 18	Booth Catering Orders
July 18	Electrical & Plumbing Service

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Becky Wickstrom  
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Media Affairs Manager  
1-202-218-6736

## SUGGESTIONS?

In producing Congress, APWA and NTP consider you, the exhibitor, to be our valued partner. We value your comments, ideas and suggestions -- [Please contact us!](#)

July 23	Hotel Reservation Cut-off
July 24	GES Discount Price Deadlines
July 25	Submit Exhibitor Representative Pass/Badge Form
August 1	Submit New Product Display Entries
August 1	Order Attendee Lists for Pre-Show Marketing
August 1	Floral Orders
August 1	Lead Scanner/Badge Reader
August 1	Sightseeing Tours Registration
August 1	Guest/Spouse Registration
August 4	Audio Visual/Computer Rental
August 11	Advance Shipments – last day for warehouse receipt
August 14-16	Direct Shipments Accepted
August 14-16	Exhibit Installation
August 16	Exhibit Installation – complete 5:00pm
August 17-19	APWA 2008 Congress & Exposition

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313 S. Patrick Street | Alexandria, VA 22314

