



Show Hours, Move In/Out & Important Information

Aquatic Experience - Chicago
November 3-5, 2017
Renaissance Schaumburg Convention Center
Schaumburg, IL

Welcome to AQUATIC EXPERIENCE – CHICAGO!

Please do not hesitate to contact us if you have any questions. Show staff will be available during all move-in/out days and show hours. Please inquire at the Information Desk by the show entrance.

Badges, Move In/Out, Stocking and Will Call

- All exhibitor staff & volunteers (including minors) must be wearing an **EXHIBITOR BADGE** in order to enter show site and be visibly worn during all show days and hours with no exceptions. No persons under 16 years of age are allowed on show floor during move in/out.
- **Exhibitor WILL CALL** will be located at the lobby show entrance during move-in days and show dates. Badges may be left on hold for booth staff at Will Call during move in and show hours. Badges will not be mailed; Exhibitors must register for staff badges online only and will receive a registration email with barcode to have badges printed onsite.
- Staff arriving during show hours without a badge and none at Will Call, will be required to purchase a badge before they are admitted.
- **MOVE IN/OUT:** Access to the Loading Dock is available for loading and unloading from your vehicle. Unloading/loading should be restricted to approximately 20 minutes. Only items that are hand carried may be brought in through public entrance. No items with wheels may be brought in through the public entrance.
- You may **RESTOCK** your booth from 8:00am to 9:00am on Saturday, November 4th, and Sunday, November 5th.

Show Hours

Friday, November 3, 2017
11:00pm - 6:00pm

Saturday, November 4, 2017
10:00am - 6:00pm

Sunday, November 5, 2017
10:00am - 4:00pm

Exhibitor Move-in

- Wednesday, November 1, 2017
8:00am – 4:30pm
- Thursday, November 2, 2017
8:00am - 8:00pm
- Friday, November 3, 2017
8:00am – 10:30am

*Please have booths completely set-up by 10:30am on Friday.

Exhibitor Move-out

Sunday, November 5, 2017
4:00pm - 10:00pm

Monday, November 6, 2017
8:00am – Noon

***Do not overflow the floor drains or discard any debris**

Onsite Show Mgmt Contacts

Phone: (626) 840-0222
Hours: 8:00am – show close
Location: Information Desk by Show Entrance



World Pet Association, Inc.

Producers of America's Family Pet Expo, SuperZoo, Aquatic Experience and Atlanta Pet Fair and Conference
135 W Lemon Avenue, Monrovia, California 91016
Telephone (626) 447-2222 • (800) 999-7295 • Fax (626) 447-8350
E-Mail: info@wpamail.org • Web Site: www.AquaticExperience.org

Water, Drain, Salt, Push Carts & Service Center Info

- Show Management will provide filtered, temperature controlled fresh **WATER** for filling your fish tanks (Please fill out the water request form in advance). Fresh water will be available from hoses on the perimeter of the show floor, or from rolling buckets near the back of the hall. **DRAIN** will either be directly into closest floor drain or for smaller tank set ups, into rolling trash cans that are located around the hall. RO (Reverse Osmosis) **SALT** water will be available for those who request. All requests for water must be made on the Water Request form by October 19, 2017.
- It is your responsibility to practice proper drainage – **Do Not** overflow floor drains and/or discard any debris into the drains that may cause damage to the power boxes that are set next to the draining components.
- Show Management has arranged with SourceOne Events, Inc. to provide 3 flatbed **PUSH CARTS** to be used by our exhibitors at **NO CHARGE**. These are on a first come, first served bases and may be checked out at the SourceOne, Inc. Service Desk. You must leave your driver's license at the service desk in exchange for the cart. Please be aware other exhibitors will be waiting for a cart, so be sure to return the one you're using just as soon as you are finished unloading.
- **SourceOne Events, Inc.** is the official Show Decorator. SourceOne Events will have staff available on-site for your additional needs such as furniture, labor, material handling, graphics and outbound logistics. The exhibitor **SERVICE CENTER** will be located on the show floor at the back of the exhibit hall.
- Exhibitor flooring is cement. Exhibitors interested in carpeting or floor covering in their booth must bring their own or order carpet from the SourceOne Service Kit.

Service Center Hours:

- Wednesday, November 1, 2017 8:00am – 4:30pm
- Thursday, November 2, 2017 8:00am - 8:00pm
- Friday, November 3, 2017 8:00am – 11:30am
- Sunday, November 5, 2017 2:00pm - 10:00pm
- Monday, November 6, 2017 8:00am - 12:00pm (noon)

Important Regulations

- Boxes/cartons needing to be removed and discarded after unloading should be flattened and left in the designated areas next to the dumpsters.
- Booths must be occupied by the company on the signed exhibit booth space contract. It may not be sublet to any other person, company or entities.
- Make sure sound levels of any audio systems, microphones, speakers, etc. are set so that your neighboring exhibitors are not disturbed.
- Canopies or awnings are not permitted inside the exhibit hall.
- **DO NOT** place, tape or pin any literature on building walls, lobby, cars, trees, posts, tables, etc. You may **NOT** hand out literature anywhere other than within your booth space. Costumed characters must also stay within your booth. Use of balloons and confetti are strictly prohibited inside of the convention center and ballroom.
- Smoking, Vaping or use of E-cigarettes is not permitted in the facility.
- Exhibitor's exhibit or product may not extend beyond the limits of the Exhibitor's booth and part of any exhibit or product may not extend into any aisles.
- Exhibit booths must be staffed during all show days and hours. You may **NOT** dismantle your booth at any time before 4:00pm on Sunday, November 5, 2017. An early breakdown fee of \$500 may be imposed.
- There will be security beginning at move-in and running through move-out. Although security is provided, we do not guarantee against loss or breakage of any items. Therefore use best judgment when and if leaving valuables in your exhibit space. You may use covers to protect your products.



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