

**Two key things you can do to save time & money:**

***READ YOUR EXHIBITOR MANUAL  
ORDER SERVICES IN ADVANCE***

**Savings of 20% or more are often available when you order in advance. Also, the items you pre-order will be in your exhibit when you move in.**

## **Freight/Material Handling**

Ship machinery on blocks, skids, or in crates. Machinery placement should be simple. One-time spotting is included, but you will be charged for additional rigging and spotting.

**Have a company representative present for offloading and spotting of your freight.**

Placement marks on carpeting or a copy of the booth layout is helpful but not sufficient by themselves. Designate the “front” of the machine (if possible) on shrink-wrapping or the crate.

Load trucks systematically • backwards • last in, first out. Load carpeting last so materials can be placed correctly the first time without additional rigging charges.

Check all bills against orders. Do not sign anything in question and bring up questions while on show-site.

On outbound shipping and dismantling, you may want to wait to move out until the day after the show closes. This saves on overtime labor costs charged the night the show closes.

Show management provides 24-hour peripheral security guard service. However, it is important to insure your exhibit material and equipment at all times.

Utilize the Value Plans to make your exhibit dollar go further. Consult show management to find the plan that best fits your needs.

## **Utilities**

Avoid the additional cost of having machinery hard-wired on site. You may pre-wire your equipment to match the contracted electrician’s receptacles.

You may provide your own power panel distribution system, grounded extension cords, grounded plug strips, and grounded cube taps within your display area.

**Remember:** SME wants you to have a successful, cost-effective exhibiting experience. Our expert staff is always ready to assist you with any aspect of your exhibit planning. Just call:

*Pat Isham*  
**313.425.3151**