

Exhibitor Tips:

EVENT LOGISTICS



Conquering Event Logistics

A Step-By-Step Guide

Arranging the delivery and return of your items is a stress for even the most veteran exhibitor. Because we've worked with thousands of exhibitors and organizers, we've know a thing or two about handling event logistics and what you do to pull off your show without a hitch. So let's get this show on the road!

PRIOR TO THE EVENT

Scheduling

- Knowing show rules and regulations, such as labor jurisdictions, fire safety guidelines, etc. can be critical when planning your exhibit.

Shipping & Handling

- During the time between delivery of your shipment(s) to your booth and when you arrive, your materials will be left unattended. You may wish to arrange for a representative to stay with your materials or hire security services to safeguard your materials.
- Material handling charges are based on the weight of your shipments, not on the distance of your booth space to the dock; and each shipment received is charged separately

Tips to Reduce Material Handling Cost:

- Consolidate multiple small shipments that arrive separately into one larger shipment to avoid the minimum charge per shipment.
- Do not miss your target date – if you cannot make your target date, contact the general contractor immediately – additional charges may be incurred for off target and late shipments.
- Schedule your trucks to arrive on time and during regular hours to avoid overtime rates.
- Three categories of freight:
 - *Crated* – skidded or in any type of shipping container that can be unloaded at the dock that requires no additional handling (no additional cost)
 - *Special Handling* – delivered in such a manner that requires additional handling, such as ground unloading, stacked and constricted space

unloading, etc. Federal Express and UPS are included in this category due to their delivery procedures. (extra cost may be incurred)

- *Uncrated* – shipped loose or pad-wrapped and/or unskidded without proper lifting bars or hooks (additional cost may be involved)
- Refer to your Exhibitor Manual for show-specific regulations. The [AGS manual](#) is just a click away. In some cities, you may carry your own items into the hall as long as you do not use any equipment such as handcarts or four-wheel dollies due to Union Labor regulations. Consolidate multiple small shipments that arrive separately into one larger shipment to avoid the minimum charge per shipment.

Ordering Labor

- Notify the general contractor as soon as you are able when previously ordered labor is not needed to avoid charges.

Graphics

- Order graphics prior to the deadline date for discounted prices. Contact AGS for additional information on [design services](#) or file guidelines.

Setting Up Your Event

Arrive Early

- Allow enough time to set-up.
- Bring copies of all your orders and confirmation numbers, plus the people you spoke to and their on-site phone numbers.
- Bring shipping information and tracking numbers.
- When you get to the show, get your badge from Exhibitor Registration; then find your booth and check the status of your display and the services you ordered.
- Locate Service Center locations and Show Office – these two offices are your main support centers while you are at the show.

During Your Event

Labor

- Confirm orders for dismantle labor if needed.

Closing Down Your Event

Move-Out Checklist

- When arranging for departure, allow time for empty containers to be returned.

- Empty containers are returned after aisle carpet is removed and may take several hours to complete.
 - This is not a quick process. Please arrange your dismantle labor and travel arrangements accordingly.
 - Remember to make outbound shipping arrangements. Materials left in the booth will be shipped by a carrier already on site. Missing information can cause additional time and money.
 - READ YOUR MOVE-OUT BULLETIN. It contains important timelines and instructions.
 - Bring your outbound shipping papers to the Exhibitor Service Center prior to leaving the facility.
 - If using a carrier other than the general contractor, advise your carrier to check in by the designated deadline.
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GOT QUESTIONS?

AGS Exhibitor Services

Monday – Friday from 8am – 5 pm EST

Call: [1-407-292-0025](tel:1-407-292-0025) | Email: eventservices@ags-expo.com | Order [Services](#) 24/7

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