



Exhibitor Housekeeping Information – April 2023

Badges/Hotels/Service Kit/Exhibitor Alerts/**NEW EARLY BREAKDOWN PENALTIES**/Plant Inspections, and more!

See information below for direct links to everything you need to complete your exhibit participation in the 2023 EXPO. Also, check out our EXPO website at www.NurseryLandscapeEXPO.org for more details. This is a very long email (sorry) but it includes everything you need to know, so be sure to read the entire email! 😊

IMPORTANT! Inspectors from the Texas Department of Agriculture will be on-site at EXPO checking plant material and paperwork for all quarantined plant material in the Exhibit Hall. [CLICK HERE](#) for the latest quarantine information. **Be sure to have all Phytosanitary Certificates and necessary documentation to avoid any move-in delays.**

TRADE SHOW DATES and HOURS ([Click Here for full 'tentative' schedule](#))

Thursday, August 10th – 9 am – 4 pm

Friday, August 11th – 9 am – 3 pm (*Plan your travel accordingly, early breakdown of exhibit is prohibited*)

- **NEW! EARLY BREAKDOWN OF EXHIBIT DISPLAY – NEW POLICIES/PENALITES IN PLACE
PLAN YOUR TRAVEL ACCORDINGLY!**

Any Exhibitor seen breaking down their exhibit space in any form prior to 3:00 pm on the final day of the Tradeshow and is unable to conduct business in their booth will be monetarily penalized and all booth priority selection points will drop to ZERO. EXPO Management will have designated personnel walking the show floor taking photographs to enforce compliance. Please respect the NEW registered attendees and their desire to do business on that final day along with your fellow exhibitors.

- **DISPLAY STRUCTURAL INTEGRITY POLICY** - ALL exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, attendees, hall laborers, vehicles, or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open or air conditioners turn on.

ALL exhibits in excess of 15 ft. require an explanation of the measures Exhibitor will take to ensure the structural integrity of the display to EXPO Management PRIOR to moving into the convention center. Email this information to EXPO@NurseryLandscapeEXPO.org.

- **Discounted Hotels** - This year's designated EXPO hotels are the Grand Hyatt Hotel (Headquarters) and the Hilton Palacios Del Rio. Cut-off date for guaranteed discounted rates is **July 21, 2023**. [CLICK HERE](#) to make your reservations today! **Book early, limited rooms available.**
HEADS UP: Beware of Travel Scams! You must go through EXPO's Official Housing Bureau at www.NurseryLandscapeEXPO.org for guaranteed hotel reservations and discounted rates. We will **NEVER** call to tell you rooms are sold out, etc. If you receive a phone call from ANYONE to book your hotel reservations for EXPO, hang up, they are scammers.
- **Booth Personnel Badge Registration** – You can now register for badges for the people that will be working your booth at EXPO. You can register for your badges online by [clicking HERE!](#) *Three*

complimentary exhibitor badges per 100 sq. ft. of booth purchased. **You will need your Company Password to receive your complimentary badges. Your Company Password is what you will use as your Exhibitor Promo Code in the Registration process.** (If you do not have your Company Password, email expo@nurserylandscapeexpo.org and it will be sent to you)

- **Exhibitor Service Kit – Freeman Online** – Furnishings/Electrical/Shipping/Material Handling/Plumbing – **CLICK HERE** for Freeman Online – your online Exhibitor Service Kit. You will create your own login and password for Freeman Online.
- **Company Profile/Product Information for the Electronic EXPO Program** – Be sure to complete your company profile and product information that is used for the Electronic EXPO Program and for pre-show promotion online. **DEADLINE to guarantee inclusion in the printed exhibitor list is June 30th!** **CLICK HERE** to complete your Electronic EXPO Program company/product information. Please enter your Company Password to access your company information. **If you do not have your Company Password, email expo@nurserylandscapeexpo.org and it will be sent to you.**
- **Stand out from the crowd! Promote Your Brand to its Fullest Potential at the 2023 EXPO ...** Branding your business is an important consideration that should not be ignored. Get ahead and stand out from your competition, **CLICK HERE** for all opportunities. If there is something specific you have in mind not currently listed in the enclosed information, give us a call. We can customize a package that best fits your needs. **ENSURE YOUR SUCCESS HERE!!**
- **Parks & Patio** - Nursery/Landscape EXPO continues the popular Parks & Patio Areas this year in San Antonio. These specially designed and landscaped lounge areas demonstrate the grace and beauty of the products you sell in highly visible settings. Click **HERE** to loan or donate materials and have YOUR product front and center in attendees' minds.
- **BEST BOOTH AWARDS** – Go for that highly sought-after **Best Booth Award** and build/design your booth with this **BOOTH AWARD CRITERIA** in mind. *Hint: It doesn't hurt to coordinate our theme into your design.* Our theme this year is 'FORGED TOUGH' FULL STEAM AHEAD (think steam trains) If you would like us to share graphics to help in your promotions or booth design, just let us know.
- **Short-Term Exhibit Insurance** – Specially designed for Exhibitors who do not have insurance or whose liability insurance will not cover a trade show. Also available is short term equipment/merchandise/display insurance, etc. **CLICK HERE** for more info!
- **EXHIBITOR SOLICITATION ALERT!!!!** Trade Show exhibitors continue to be solicited by unauthorized vendors for Fake Attendee Lists, hotel discounts, carpeting, Lead Retrieval Units, etc. If you are solicited by anyone claiming to be a part of Nursery/Landscape EXPO, please contact us immediately to verify their validity. There are only three official companies that could be contacting you: **Freeman** – booth furnishings, shipping, etc.; **American Trade Show Services** – Lead Retrieval & Registration Information; and **Rain Protection Insurance** – Short Term Exhibit Insurance.

Thanks for your support of the Nursery/Landscape EXPO! Let us know if you have any questions!