



## Exhibitor Housekeeping Information – April 2024

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 2024 EXPO. Also, check out our EXPO website at [www.NurseryLandscapeEXPO.org](http://www.NurseryLandscapeEXPO.org) for more details. This is a very long email 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 15<sup>th</sup> – 9 am – 4 pm

Friday, August 16<sup>th</sup> – 9 am – 3 pm (*Plan your travel accordingly, early breakdown of exhibit is prohibited*)

- **AGAIN THIS YEAR! EARLY BREAKDOWN OF EXHIBIT DISPLAY –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 26, 2024**. [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](http://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. **NOTE: We have a new registration company this year and the process is very different. Instead of me providing you with your account password, you will create a new login and password by clicking 'Forgot Password/First Time Login'. If you have already created your new password in the brand new 'Exhibitor Hub', you can use that same one.** You will need to use the primary contact email that we have on file. If you do not know that email address, please shoot me an email and I can get it for you. I realize it may require a little bit more time this year, but we are growing and moving and creating new opportunities for you as an Exhibitor.

- **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 **To set up your Exhibitor profile, you will need to use the primary company contact email that is listed in your Exhibitor Dashboard.** (If you do not know the primary email address, please email us at [EXPO@NurseryLandscapeEXPO.org](mailto:EXPO@NurseryLandscapeEXPO.org)) **Access the NEW Exhibitor Hub by clicking HERE.** **Click 'Register' or 'Forgot my Password' for the first time to create your own password for login.** Click on 'Edit' to the right of your company name and be sure to complete your company information, profile, select product categories, add social media and more! *Note: If you have already purchased an Exhibit Promotion Package, you will also have access to Product Photos, Videos, Show Specials, etc.* If you have trouble, please call Aimee Pledger at 512-579-3864.
- **Stand out from the crowd! Promote Your Brand to its Fullest Potential at the 2024 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!!**
- **EXPO Gardens (formerly known as 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 'AIM HIGH' Dream, Believe, Achieve (think space – perfect timing with the solar eclipse, lol) 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.; **GTR** - 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!**