

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



Dear **2023 Greater Philadelphia Buildings & Facility Maintenance Show** Exhibitor:

Welcome to the online exhibitor service kit for the upcoming **2023 Greater Philadelphia Buildings & Facility Maintenance Show in Hall B at the Greater Philadelphia Expo Center on October 4, 2023.**

This letter contains instructions on how to access the Online Exhibitor Kit. You may print it out for easier step by step viewing.

Online Exhibit Kit Instructions:

To access our ONLINE kit for the **2023 Greater Philadelphia Buildings & Facility Maintenance Show** you have 2 options.

DIRECT LINK

<https://www.generalexposition.com/online-servicekit.php> (click to follow link)

MANUAL ENTRY

Please click the following link or copy and paste the link into your browser's window -
www.generalexposition.com

Next, click on the Online Services button located in the upper right hand corner of the Web page. This will take you to the log in page.

AT THE LOG IN PAGE - Enter the password: **MAINT2023**

At the Sign In page, you will be prompted to sign in with an existing exhibitor account, or if you do not have an account setup, you will be prompted to setup a new account.

Now that you are signed in with the show, you can read through the important show information. Scroll down to the bottom of the screen to see the links for which services you wish to order, including carpet, furnishings, labor, etc.

For any additional custom forms you may need, please click on the appropriate links listed under "References".

As you place orders for your items, all furnishings and services will be placed in your shopping cart, and you will be prompted for payment information upon checkout.

We look forward to being of service to you. If you have any questions, please give us a call at 610-495-8866, mention the upcoming **2023 Greater Philadelphia Buildings & Facility Maintenance Show**, and one of our Customer Service Reps will be happy to assist you.



&\$&' SHOW & SHIPPING INFO SHEET

D< =@MfGP-FM SHOW INFORMATION

Exhibitor Move-In Hours:

Tuesday, October 3, 2023 from 12:00PM to 6:00PM

Wednesday, October 4, 2023 from 7:00AM to 8:00AM

All exhibits must be completely installed by: 8:00AM on Wednesday, October 4, 2023.

Show Hours:

Wednesday, October 4, 2023 from 9:00AM to 2:00PM

Exhibitor Move-Out Hours:

Wednesday, October 4, 2023 from 2:00PM to 4:00PM

All equipment & exhibit materials must be completely removed from the show floor by: 4:00PM on Wednesday, October 4, 2023.

Note: All Carriers must check in at the dock or service desk two hours prior to FLOOR closing time or freight will be shipped C.O.D. via YRC or UPS.

D< =@MfGP-FM SHIPPING INFORMATION

Advance Warehouse Shipping Address:

Name of Exhibiting Company

Your Booth Number

2023 Greater Philadelphia Buildings & Facility Maintenance Show

Grtr Phila Buildings & Facility Maintenance Show

General Exposition Services

205 Windsor Road

Limerick Business Center

Pottstown, PA 19464

Advance Warehouse Discount Deadline: Friday, September 22, 2023

Last Date to Arrive at Warehouse Address: Monday, September 28, 2023

Warehouse receiving hours: Monday - Friday 8:30 AM - 11:45 AM and 12:30 PM - 4:30 PM

Direct Show Site Shipping Address:

Name of Exhibiting Company

Your Booth Number

2023 Greater Philadelphia Buildings & Facility Maintenance Show

Greater Philadelphia Expo Center - HALL B

c/o General Exposition Services

100 Station Ave

Oaks, PA 19456

Direct Show Site Delivery: Tuesday, October 3, 2023 from 8am-4pm.

No Freight will be accepted On-Site in advance of October 3, 2023 at show site.

Please call 508.824.3343 if you have any questions.

RUSH!

EXHIBITION FREIGHT

FROM: _____

TO: _____
Exhibiting Company _____

Name of Exhibition _____ *Booth Number* _____

**Grtr. Phila Buildings & Facility
Maintenance Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464**

Warehouse Discount Arrival Date: Friday, September 22, 2023

Carrier _____
Number of Pieces _____

RUSH!

EXHIBITION FREIGHT

FROM: _____

TO: _____
Exhibiting Company _____

Name of Exhibition _____ *Booth Number* _____

**Grtr. Phila Buildings & Facility
Maintenance Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464**

Warehouse Discount Arrival Date: Friday, September 22, 2023

Carrier _____
Number of Pieces _____

RUSH!

EXHIBITION FREIGHT

FROM: _____

TO: _____
Exhibiting Company _____

Name of Exhibition _____ *Booth Number* _____

**Grtr. Phila Buildings & Facility Maintenance Show
General Exposition Services
205 Windsor Road
Limerick Business Center
Pottstown, PA 19464**

Warehouse Discount Arrival Date: Friday, September 22, 2023

Carrier _____
Number of Pieces _____

**These Labels
Are for
Shipments to the**

Warehouse

RUSH!

EXHIBITION FREIGHT

FROM: _____

DIRECT SHIPMENT

TO: _____

Exhibiting Company

- #

Name of Exhibition

Booth Number

**Grtr. Phila Buildings & Facility
Maintenance Show
Greater Philadelphia Expo Center
c/o General Exposition Services
100 Station Ave
Oaks, PA 19456**

Shipment will be accepted: Tuesday, October 3, 2023

Carrier _____

Number of Pieces _____

RUSH!

EXHIBITION FREIGHT

FROM: _____

DIRECT SHIPMENT

TO: _____

Exhibiting Company

- #

Name of Exhibition

Booth Number

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RUSH!

EXHIBITION FREIGHT

FROM: _____

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Name of Exhibition

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**Grtr. Phila Buildings & Facility Maintenance
Show
Greater Philadelphia Expo Center
c/o General Exposition Services
100 Station Ave
Oaks, PA 19456**

Shipment will be accepted: Tuesday, October 3, 2023

Carrier _____

Number of Pieces _____

These labels are
for
Direct shipments
to the
Show Site

Material Handling Information

Advanced Warehousing

Common Carrier Shipments of exhibit materials consigned to General Exposition Services' warehouse must arrive no later than three (3) business days prior to the event date. Exhibit material may be delivered up to thirty (30) days prior to the show installation date and receive free storage. Longer storage time may be arranged for at an additional fee.

Condition of Shipment

ALL SHIPMENTS MUST BE PALLETIZED OR CRATED. LOOSE OR UNCRATED MATERIAL WILL NOT BE ACCEPTED. GENERAL EXPOSITION SERVICES IS NOT RESPONSIBLE FOR CONCEALED DAMAGE OR LOOSE ARTICLES.

Local Drayage

Exhibit materials will be delivered to your booth prior to or during the designated installation period. Empty crates, cartons, and cases will be removed from your booth after completion of installation and stored off-site during the event. Please place Storage stickers with your company name on your empty containers. After the event, empty containers will be returned to the respective booth.

It is not General Exposition Services' responsibility to unpack or pack exhibit materials.

Outbound shipments require an outbound bill of lading. Once the shipment is packed and properly labeled, the bill of lading must be returned to a representative of General Exposition Services. Any shipments left on the show floor without a bill of lading will be shipped to the exhibiting company at their expense. ALL SHIPMENTS MUST HAVE A BILL OF LADING PRIOR TO LEAVING THE CONVENTION FACILITY.

Outbound Shipments

Shipping information, bills of lading, and labels will be available from a General Exposition Services Representative. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.

After the show, General Exposition Services can provide delivery back to the warehouse as an option for an additional fee. If you select this option, you are able to schedule your carrier of choice to pick up your freight materials at the warehouse address. Call General Exposition Services at the above phone number to select this option.

Payment

Payment for local drayage and, where appropriate, storage services must be prepaid prior to receiving the items at your exhibiting space. Forms of payment accepted are company check, wire transfer, or credit card. General Exposition Services requires a credit card to be on file for all material handling services. Failure to do any of this may delay the expediting of your materials.

How Are Drayage Rates Determined?

Since union labor is used to move freight, General Exposition Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

General Exposition Services

205 Windsor Rd
Limerick Business Center
Pottstown, PA 19464

Tel: (610) 495-8866
Fax: (610) 495-8870

Insurance

General Exposition Services shall not be liable for any loss or injury to the exhibit material stored with or transported by General Exposition Services however caused, unless such loss or injury resulted from the failure by General Exposition Services to exercise such care in regard to it as a reasonably careful person would exercise under like circumstances. General Exposition Services is not liable for damages which could not have been avoided by the exercise of such care. Goods are not insured by General Exposition Services against loss or injury unless specifically so provided in writing. EXHIBITOR ACKNOWLEDGES RECEIPT OF THE ATTACHED LIMITATIONS OF LIABILITY.

General Exposition Services shall not be liable for injury or damage to fragile articles, which are defined for purposes of this agreement as all articles susceptible to breakage or crushing, which are not both packed and unpacked by General Exposition Services' employees.

Documents, currency, money, jewelry, waters, precious stones, or articles of extraordinary value must be specifically disclosed in writing. General Exposition Services will not be liable for their loss or damage.

Exhibitors are encouraged to carry "all-risk" insurance covering materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received by exhibitor after the show. General Exposition Services is not an insurer and will not be liable for any loss resulting from any failure to insure the materials covered under this agreement.

Safety and Security

General Exposition Services will not be responsible for the condition, count, or content of exhibit materials once they are placed in the booth. This applies even if the exhibitor is not present when the materials are delivered, or picked up. All orders received by General Exposition Services prior to the removal of the exhibit materials are subject to final count and correction made at the time of actual removal.

Prohibited Material

General Exposition Services will not accept the following material for warehousing and transport to the exhibition space:

- Live Animals
- Hazardous Substances which shall include, without limitation, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, hazardous or toxic pollutants or related materials, asbestos or any material containing asbestos, or any other substance, mixture, waste, compound, material, element, product or matter as defined by any federal, state, or local environmental law, ordinance or rule.
- Explosives, including fireworks
- Items which require climate control
- Firearms
- Any items, or substances that are prohibited from shipment to, or display at the exhibition space



Phone: 484-754-3976

Email: info@phillyexpocenter.com

How to Order Services

Ordering services at The Greater Philadelphia Expo Center is easy, just follow these steps.

Orders may be placed 6 months prior to the show.

Please note that for all events, the discount rate cut off is two weeks before the first date of the show. Any orders placed after the cutoff date will be processed at the standard rate.

1. Go to: <http://phillyexpocenter.com/order-booth-services/>
2. The website will have you set up an account. From there, choose your event and place your order.

Don't forget to remember your password! You can use it to log in to your account and order services for any event at the Expo.



To access the Wi-Fi system:

1. Open the Wi-Fi setting on the device (phone, laptop, tablet, etc.) that needs access.
2. Choose “OaksExpoPublic”.
3. On the log in page choose the package that best suits your needs.
4. Provide the requested payment info to connect.

The system will automatically recognize the device anytime you need to log on during the purchased time.

Connections are good only through the device with which access was purchased.

Standard Individual Rates:

15 Minutes: Free

Basic 1.5 Mbps/1.5 Mbps

1 Day: \$20

2 Day: \$30

4 Day: \$35

7 Day: \$50

Premium 5Mbps/5Mbps

1 Day: \$25

2 Day: \$35

4 Day: \$40

7 Day: \$60

Contact Information

Company Booth # Contact
 Address City State Zip
 Phone Fax Email

QTY Item Description On or before 8/29/2022 After 8/29/2022 Subtotal

	<p>qConnection App: Exhibitors use own iPhone®, iPod touch®, iPad® (ios 7.1,7.1.1) or Android™ phone or tablet (version 4.4)</p> <p>Package Includes: qConnection lead retrieval app downloaded from apple app store or google play, event set-up through unique access code, and qConnection show management website access. *must purchase one license per device</p>	\$215	\$255	
	<p>Apple® device Rental:</p> <p>Package Includes: Apple® device rental with qConnection lead retrieval app pre-loaded on the device, event set-up through unique access code, and qConnection show management website access.</p>	\$235	\$275	
	<p>Unlimited Licenses :</p> <p>Package Includes: qConnection lead retrieval app downloaded from apple app store or google play, event set-up through unique access code, and qConnection show management website access. Unlimited number of licenses.</p>	\$500	\$600	

qConnection Show Management Website:

- ▶ Edit qualifiers prior to scanning
- ▶ Email leads to anyone
- ▶ Download all leads, from all devices
- ▶ View Leads
- ▶ Sort, edit and search leads
- ▶ Mobile friendly

Grand Total

Payment Options: Check _____ Credit Card _____

We accept: Visa, Master card and AMEX

Make Checks payable to: Eleventh & Gather

6840 Meadowridge Ct | Alpharetta, GA | 30005

Advance orders must be accompanied by full payment.

Eleventh & Gather Fed Employ. ID # 20-0499150

Please complete Cardholder information if paying with credit card:

Card Number: _____

Expiration Date: _____ CVV: _____

Name on Card: _____

Billing Address: _____

All orders must be placed at least 10 days prior to event to ensure availability. Any order received less than 10 days prior to event MAY be refused and you will have to purchase onsite. If orders are not placed in advance, there is no guarantee one will be available. All Cancellations must be received in writing no later than five (5) days prior to event to receive a full refund. Any request after will not be refunded. Rentals must be picked up at the lead retrieval desk prior to the start of the event from a Eleventh & Gather manager, in order to receive proper operating instructions. All equipment must be returned to the lead retrieval desk within 45 minutes after the close of the event or a \$100 late fee will be applied. A Non-Refundable charge of \$1200 will be applied for devices not returned to Eleventh & Gather at close of show. Data connection is required for qConnection attendance updates. Eleventh & Gather will not be held responsible for poor/inadequate data coverage in convention hall. It is the exhibitors responsibility to provide themselves with a data connection, whether it be inside or outside the convention building. A Eleventh & Gather manager will upload leads to the qConnection website when units are returned or this can be done daily at the lead retrieval desk. Exhibitor understands that they are purchasing a license to rent the equipment only and no equity or ownership is imparted by this rental agreement.

Agree To Terms and Cancellation Policy: X _____ Date: X _____

SUBMIT ORDER TO:

FAX: 678-341-3099

EMAIL: info@prereg.net

PHONE: 678-341-3000

ORDER ONLINE : www.prereg.net/qconnect

Lead Retrieval Services
Order Form

Featuring qConnection

Eleventh
& GATHER



qConnection Lead Retrieval by:

Elevanth
& GATHER

Order online at:

www.prereg.net/qconnect

6840 Meadowridge Court Alpharetta, GA 30005

Phone: 678.341.3000 Fax: 678.341.3099



Real-Time Reporting

No waiting necessary! qConnection will automatically update as long as the device is connected to WiFi. Users have the ability to download leads from the qConnection website Instantaneously and follow-up while still working the conference.



Customizable

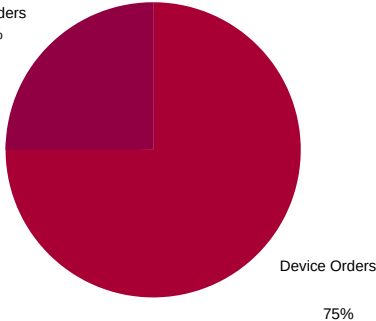
qConnection is a user-friendly, Innovative lead retrieval solution molded by over forty years of Industry experience. The app may operate on personal smartphones or tablets placing authority over the leads right at your fingertips.



Easy To Use

The qConnection app is completely customizable. Users have the ability to develop custom qualifiers, add special notes for each lead and/or tailor survey questions within the app to better suit any sales need.

App Orders
25%



We look forward to seeing you at the
**Greater Philly Buildings Engineering
Facility Maintenance Show**

October 4, 2023

Greater Philly Expo Center
Oaks, PA

2021 Lead Retrieval Orders

Apple® Device Rental:

Package Includes: Ipad mini rental with qConnect app pre-loaded on the device, event set-up through unique access codes, and qConnect lead management web portal access

\$235/Device on or before 9/5/2023

\$275/Device after 9/5/2023

qConnect App:

Package Includes: qConnect app downloaded from google play or apple store, event set-up through unique access codes, and qConnect lead management web portal access

\$215/License on or before 9/5/2023

\$255/License after 9/5/2023

