

All questions regarding Exposition policies, space assignment, registration and display limitations should be addressed to the following:

APWA SHOW MANAGEMENT

National Trade Productions, Inc.
313 South Patrick Street
Alexandria, VA 22314-3567

Contact: Jenny Bogue
Director of Customer Relations
Telephone: 800-687-7469, x227
703-683-8500, x227
Fax: 703-706-8229
E-mail: jbogue@ntpshow.com

APWA ASSOCIATION HEADQUARTERS

American Public Works Association
2345 Grand Boulevard, Suite 700
Kansas City, MO 64108

Contact: Dana Priddy
Director of Meetings
Telephone: 816-595-5241
Fax: 816-595-5341
E-mail: dpriddy@apwa.net

All questions or instructions regarding shipping, storage, labor, utilities, furniture, booth carpet, special decorations, audio-visual & sound equipment, flowers, computer rentals, etc., should be addressed to the appropriate firm (or firms) shown on the *Official Contractors Listing* behind this tab.

EXHIBIT LOCATION

Henry B. Gonzalez Convention Center
Halls B, C, & D
200 East Market Street
San Antonio, TX 78205

**See the map located behind tab 3. Registration & Hotel Information.*

SHOW HOURS

Sunday	September 9, 2007	12:00pm – 4:00pm
Monday	September 10, 2007	10:00am – 3:00pm
Tuesday	September 11, 2007	10:00am – 2:00pm
<i>(Hours subject to change)</i>		

Exhibitor personnel are permitted to enter the hall at 8:00am each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during set-up and tear-down and by 4:30pm on Wednesday.

SHOW MANAGEMENT OFFICE & EXHIBITOR SERVICE CENTER

The Show Management Office and Exhibitor Service Center will be located in Hall D at the back of the 3200 aisle.

SHIPMENTS

See tab 6. *GES: Furnishings, Labor & Material Handling* of this manual for shipping labels and addresses for both Advance/Warehouse and Direct/Showsite shipments. Exhibitors may also locate information on targeted move-in times, material handling and vehicle spotting information/costs in this section.

EXHIBIT INSTALLATION HOURS

Thursday	September 6, 2007	12:00pm – 5:00pm
Friday	September 7, 2007	8:00am – 5:00pm
Saturday	September 8, 2007	8:00am – 5:00pm
<i>(Hours subject to change)</i>		

Note: All displays must be in place and display material, cartons and refuse removed from the aisles by 5:00pm, Saturday, September 8th to facilitate the placement of aisle carpets. Exhibitors will be permitted to work within their exhibit space until 10:00pm with prior approval from the Show Management Office.

DISMANTLING

Tuesday	September 11, 2007	2:00pm – 8:00pm
Wednesday	September 12, 2007	8:00am – 5:00pm
<i>(Hours subject to change)</i>		

Note: All exhibitor materials must be removed from the hall by 5:00pm, Wednesday, September 12, 2007. All signed Bills of Lading must be completed and turned into the GES Exhibitor Service Center by 9:00am on Wednesday, September 12, 2007.

All carriers must check-in no later than 1:00pm on Wednesday, September 12, 2007. Displays must be completely packed and ready to ship, before your carrier or vehicle will be allowed access to the loading docks.

BOOTH EQUIPMENT & CARPET

Each exhibit includes the following items, where applicable:

1. Display space rental.
2. Standard booth equipment for 10' deep booths, consisting of flameproof 8' high back drape in alternating panels of Red, Blue, and White, with Red 3' high side drape dividers. The main aisle carpet color will be Red. **NOTE: Each exhibitor must provide carpet or professional flooring for your entire booth space** (10' deep in-line booths may use 9' deep carpet to allow for 1' of electrical raceway at the rear of the booth).
3. A standard 7" x 44" booth sign is provided for 10' deep booths. Additional signage may be ordered through the GES "Custom Signs" order form behind *Tab 6*.
4. General hall lighting and heating/air conditioning.
5. Twenty-four hour *perimeter* security service in general exhibit areas.
6. Exhibitor registration and identification credentials.

BUSINESS CENTER

The UPS Store is located inside the Henry B. Gonzalez Convention Center. To contact them directly, you may do so via email at store4180@theupsstore.com or call 210-258-8950. Their fax number is 210-258-8951.

- State-of-the-art, high volume digital black and white and color copying services whether you need one copy or thousands for pre-show, dailies or last minute meeting handouts.
- Binding, laminating and finishing services available.
- Shipping and full-service packaging services, with a choice of UPS, FedEx, and U.S. Postal Service for attendees.
- A full range of conventional office supplies like markers, pens or note pads.
- On-site personal computer can be used to create a last minute document - by us or do-it-yourself at an hourly rate.

PRIORITY SPACE SELECTION

Selection of exhibit space for the 2008 International Public Works Congress & Exposition in New Orleans, LA, exhibit dates are August 17-19, 2008, will take place in assigned meeting hours on the show floor in San Antonio, TX. More details will be sent to you closer to the show.

SECURITY

Uniformed Security Guards and Badge Checkers will be stationed throughout the exhibit halls on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. ***The final responsibility, however, lies with the exhibitor.*** It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth over night. Private guards can be hired from the official security contractor; see the order form located behind tab 7. *Utilities & Additional Services* of this manual.

INSURANCE

As stated in the rules and regulations for the 2007 Congress (page 5.1 of this manual) and on your exhibit space contract, **each exhibiting company is required to carry liability insurance** in an amount of not less than \$1 million bodily injury and property damage combined per occurrence/\$2 million aggregate. **Each exhibitor MUST provide proof of liability insurance (via a certificate of insurance) to NTP Show Management no later than August 10th.** Certificate does not need to name APWA and NTP as additional insured parties. Check with your company's insurance carrier for assistance. In the unlikely event that your company does not carry liability insurance, you may purchase a policy that will cover you for the show move-in, open and move-out dates. We have included a liability policy order form from John Buttine, Inc. behind tab 5. *Rules & Regulations*. **Please note:** Exhibiting companies that have not provided a current Certificate of Commercial General Liability Insurance will be denied access to the exhibit floor.

OFFICIAL CONTRACTORS*Air & Water (provide exhibitors air, water and drain to their booths)*

Harper Wood Electric Co.	Phone.....	1.210.223.2495
P.O. Box 8154	Fax.....	1.210.224.0005
San Antonio, TX 78208	Email.....	hwesa@hwe.com

Audio-Visual & Computers (in-booth a/v and computer rentals)

AVMG	Contact	Tom Miller
3310 Matrix Drive, Ste. 200	Phone.....	214.343.2864
Richardson, TX 75082	Fax.....	214.349.4658
	Email.....	tmiller@avmg.com

Booth Cleaning (provides cleaning, trash removal, and vacuuming in booths)

GES Exposition Services	Phone.....	1.800.475.2098 or
7050 Lindell Road	1.702.515.5970
Las Vegas, NV 89118	Fax.....	1.866.329.1437 or
	1.702.263.1520
	Email.....	servicecenter@ges.com
	Web site.....	www.ges.com/contact

Catering (exclusive booth food & beverage service provider)

The RK Group	Contact	Kathy Clark
1220 East Commerce	Phone.....	1.210.225.4535 x111
San Antonio, TX 78205	Fax.....	1.210.224.5120

Convention Center (provide specific building information)

Henry B. Gonzalez Convention Center	Contact.....	Exhibitor Services
200 East Market Street	Phone.....	1.877.504.8895
San Antonio, TX 78205	Web Site.....	www.sanantonio.gov/convfac
Halls B, C & D		

Electrical, Air, Water & Drain (provide exhibitors electrical, air, water and drain to their booths)

Harper Wood Electric Co.	Phone.....	1.210.223.2495
P.O. Box 8154	Fax.....	1.210.224.0005
San Antonio, TX 78208	Email.....	hwesa@hwe.com

Floral (floral and plant rentals)

TLC Convention Plant Services	Phone.....	1.800.852.0023
P.O. Box 54962	Fax.....	1.770.474.4676
Atlanta, GA 30308	Email	plant@tlc-florist.com
	Web site.....	www.tlc-florist.com

Freight Forwarding & Customs Broker (international shipping & customs clearance)

Rogers Worldwide/Rock-It-Cargo	Contact	Wandy Ortiz
1550 E. Higgins Rd. #106	Phone.....	1.847.806.9200
Elk Grove Village, IL 60007	Fax.....	1.847.806.9204

Show Management (booth space assignments, operational/regulations issues, questions)

National Trade Productions	Contact	Jenny Bogue
313 S. Patrick St.	Phone.....	1.800.687.7469 x227
Alexandria, VA 22314	Fax.....	1.703.706.8229
	Email	jbogue@ntpshow.com

Show Sponsor Association (represents the public works industry)

American Public Works Association	Contact	Dana Priddy
2345 Grand Boulevard, Suite 700	Phone.....	1.816.595.5241
Kansas City, MO 64108	Fax.....	1.816.595.5341
	Email	dpriddy@apwa.net
	Website..	www.apwa.net/meetings/comgress/2007

Telephone & Internet (in-booth telephone line and internet access rental)

Smart City	Phone.....	1.888.446.6911
3720 Howard Hughes Pkwy	Fax.....	1.702.943.6001
Las Vegas, NV 89169	Website.....	www.smartcity.com