

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 Kamalian
Director of Customer Relations
Telephone: 800-687-7469, x227
703-683-8500, x227
Fax: 703-706-8229
E-mail: jkamalian@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

New Orleans Convention Center
Halls D, E, & F
900 Convention Center Boulevard
New Orleans, LA 70130

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

SHOW HOURS

Sunday	August 17, 2008	12:00pm – 4:00pm
Monday	August 18, 2008	10:00am – 3:00pm
Tuesday	August 19, 2008	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 1100 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 will also find information on targeted move-in times, material handling and vehicle spotting information/costs in this section.

EXHIBIT INSTALLATION HOURS

Thursday	August 14, 2008	12:00pm – 5:00pm
Friday	August 15, 2008	8:00am – 5:00pm
Saturday	August 16, 2008	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, August 16th 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	August 19, 2008	2:00pm – 8:00pm
Wednesday	August 20, 2008	8:00am – 5:00pm
<i>(Hours subject to change)</i>		

Note: Exhibitors may not begin dismantling their exhibit until the close of the show. Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the show will incur a loss of priority points.

All exhibitor materials must be removed from the hall by 5:00pm, Wednesday, August 20, 2008. All signed Bills of Lading must be completed and turned in to the GES Exhibitor Service Center by 9:00am on Wednesday, August 20, 2008.

All carriers must check-in no later than 1:00pm on Wednesday, August 20, 2008. 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 White and Orange, with Orange 3' high side drape dividers. The main aisle carpet color will be Blue. **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

You've got a major presentation in two hours in front of 4,000 trade show attendees. Your boss calls from the West Coast with some last-minute, crucial information that must be included. You need email services, the right computer program and a fax machine, quick!

That's where the **NEW ORLEANS BUSINESS CENTER by RHINO** comes in, with onsite Services for all your business needs. Located in Lobby F, the business center is both a self-service and full-service operation, depending on the customer's needs. For assistance prior to your arrival you can call 504-232-1158, fax 985-2103 or e-mail rhino@rhinobiz.com. Once onsite you can call Lobby "F" 504-670-8941 or fax Lobby "F" 504-670-8887 or e-mail Lobby "F" rhino@rhinobiz.com. Services include: full-service copying, self-service copying, color copying, fax services, internet workstations, small parcel packaging and shipping, exhibit and office supplies, signs and banners, graphic design service, instant business cards, international phone cards and cellular phone rentals.

PRIORITY SPACE SELECTION

Selection of exhibit space for the 2009 International Public Works Congress & Exposition in Columbus, OH, exhibit dates are September 13-15, 2009, will take place in assigned meeting hours on the show floor in New Orleans, LA. 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 2008 Congress (Tab 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 July 18th.** 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

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)

ARAMARK at the NOCC	Contact	Diane Abrahams
900 Convention Center Boulevard	Phone.....	1.504.582.3575
New Orleans, LA 70130	Fax.....	1.504.582.3565
Website.....	www.aramarkconventions.com/ernestmorial/catering.php	

Convention Center (provide specific building information)

New Orleans Convention Center	Contact.....	Mary Jones
900 Convention Center Boulevard	Phone.....	1.504.582.3023
New Orleans, LA 70130	Email.....	esd@mccno.com
Halls D, E, & F	Web Site.....	www.mccno.com

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

New Orleans Convention Center	Phone.....	1.504.582.3036
P.O. Box 54973	Fax.....	1.504.582.3088
New Orleans, LA 70154		

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
	Email	import@rerogers.com
	Website	www.rerogers.com

General Service Contractor (material handling, display labor, rentals, cleaning)

GES Exposition Services
7050 Lindell Road
Las Vegas, NV 89118

Phone 1.800.475.2098 or
..... 1.702.515.5970
Fax 1.866.329.1437 or
..... 1.702.263.1520
Email..... servicecenter@ges.com
Web site..... www.ges.com/contact

Hotel Reservations (discounted room reservations at official APWA hotels)

NOMCVB/APWA Housing Bureau
108 Wilmont Road, Suite 400
Deerfield, IL 60015

Phone 1.800.424.5250 or
..... 1.847.940.2153
Fax 1.800.521.6017 or
..... 1.847.940.2386
Website.....www.apwa.net/congress

Insurance (provide general liability insurance to exhibitors)

John Buttine Inc.
125 Park Avenue, Third Floor
New York, NY 10017

Contact Kendra Reilly
Phone 1.212.697.1010 x49
Fax 1.212.504.8084
Email.....kar@buttine.com

Lead Retrieval (attendee badge scanning equipment rentals)

Custom Registration Inc.
2020 E. Randol Mill Rd., Ste. 307
Arlington, TX 76011

Contact Michael Douglas
Phone 1.817.277.7791 x104
Fax 1.817.277.7616
Email miked@customreg.com
Website..... www.customreg.com/leads
Online Ordering Code: APWA08

Security (private booth security guard services)

Alamo Services
832 Baronne St., Suite 102
New Orleans, LA 70113

Phone 1.504.523.3372
Fax 1.504.523.3303

Shipping (air & ground services)

GES Exposition Services
7050 Lindell Road
Las Vegas, NV 89118

Phone 1.800.475.2098 or
..... 1.702.515.5970
Fax 1.866.329.1437 or
..... 1.702.263.1520
Email..... servicecenter@ges.com
Web site..... www.ges.com/contact

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

National Trade Productions
313 S. Patrick St.
Alexandria, VA 22314

Contact Jenny Kamalian
Phone.....1.800.687.7469 x227
Fax 1.703.706.8229
Email jkamalian@ntpshow.com

Show Sponsor Association (represents the public works industry)

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

ContactDana Priddy
Phone.....1.816.595.5241
Fax.....1.816.595.5341
Emaildpriddy@apwa.net
Website..www.apwa.net/meetings/congress/2008

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

New Orleans Convention Center
P.O. Box 54973
New Orleans, LA 70154

Phone.....1.504.582.3036
Fax.....1.504.582.3088