

MANTS 2024 Exhibitor Manual

*(Just About Everything Exhibitors Need
to Know about Preparing for MANTS)*

IMPORTANT MESSAGE ABOUT REGISTERING AND PICKING UP SHOW BADGES

MANTS Badges are not mailed.

ALL badges must be picked up on-site beginning at 11 am on Tuesday, January 10. Only the Pratt Street West Registration Lobby, located on the third floor, is open on Tuesday.

When registering, **unique emails must be used** to ensure that registrants receive their proper badge. Anyone registering multiple people with a single email will receive all of the confirmations, badge QR codes, reminders, and associated communications for those registered badges.

During move-in, color coded wrist bands will be available for exhibitors at the staging lot, security entrance, and at the show office to access the show floor.

Please share this message with your exhibit staff and anyone who is registering or registering staff for your company.

Thank you.

33 [Conference Room Request Form](#)

34 [Mailing Disk/Label Order Form](#)

36 [Plant Donation Form](#)

37 [Wireless Internet Order Form](#)

38-39 [Telecom Order Form](#)

40 - 42 [Audio Visual Exhibit Order](#)

43 - 54 [Edlen Electric/Plumbing Form](#)



Exhibitor Checklist – Preparing for MANTS

To help you prepare for MANTS, we strongly encourage you to use the many on-line resources available at mants.com. It is never too early to pre-register, book hotel reservations, order services, and make travel arrangements.

Use the list of items below to help you begin to prepare for the show:

Have you:

- _____ Downloaded the Shepard Exposition [Service Kit](#)
- _____ Submitted your Certificate of Insurance to MANTS (*see page 3*)
- _____ Reviewed the Freight Policy (*see page 9*)
- _____ Confirmed your Pre-and Post-Show Shipping Arrangements

Complete the tasks below using the [exhibitor page](#), the exhibitor manual or the links below:

- _____ [Registered](#) your Booth Staff (*2 comp badges per 8 x 10 or 10 x 10 booth; exhibitors needing additional badges should note that the early bird rates end Dec 1st*)
- _____ [Made Hotel Reservations](#) through Visit Baltimore (*closes January 3rd at 5 pm*)
- _____ Updated your [Exhibitor Profile](#)
- _____ Ordered your [Electric/Water](#), [Telecommunication](#), and [Audio Visual](#) Booth Service(s)
- _____ Ordered your [Wireless Internet Service](#) (*preshow orders close December 11th*)
- _____ Ordered your [Lead Retrieval System](#) (*Use show code: MANT0124*)
- _____ Submitted your [New Product Information](#) for release to the media
- _____ Ordered your [Buyer's Guide Ad](#) from Naylor (*Sales close: Friday, November 10th*)
- _____ Submitted your [Sponsorship Form](#) and Payment
- _____ Printed the Directions You Need (*pages 27-30*)
- _____ Reviewed the Move-In, Move-Out, and Staging Instructions (*pages 14-15*)
- _____ Ordered your [Mailing USB or Labels](#) (*invite your future customers to MANTS*)
- _____ Submitted your [Plant Donation Form](#) (*before Monday, December 11th or onsite thereafter*)
- _____ Made your Airline Reservations and other Travel Arrangements
- _____ Considered using [Light Rail](#) (*\$2.00 one way*) for transport between BWI airport and the Convention Center



Master Contact List

Beginning Monday, January 8th, please contact MANTS at the Baltimore Convention Center show office, **410-649-7472**. There is no answering machine at the home office, **and we will NOT be checking e-mail**. Please share this information with your booth staff. If you need to reach show management, you must call **410-649-7472**.

<u>Company or Service</u>	<u>E-Mail or Web Link</u>	<u>Phone</u>
<u>MANTS</u> (<i>Before Friday January 5th</i>)	<u>info@mants.com</u>	410-296-6959
MANTS (<i>Beginning Monday January 8th</i>)	410-649-7472	410-649-7472
<u>General Contractor</u>	<u>baltimore@shepardes.com</u>	410-737-9270
Shepard Logistics Freight Services	<u>logistics@shepardes.com</u>	888-568-8858
Hotel Reservations (<i>Visit Baltimore</i>)	<u>Make Hotel Reservations</u>	800-282-6632
<u>Registration Customer Support</u> (<i>CDS</i>)	<u>Register Booth Staff</u>	508-743-0507
<u>LEAD Retrieval Orders</u> (<i>Use Show Code: MANT0124</i>)	<u>FAQs Page</u>	800-746-9734
<u>Edlen Electrical Exhibition Services</u>	<u>baltimore@edlen.com</u>	410-649-7321
<u>M.C. Dean Telecommunications</u>	<u>nathaniel.morgan@mcdean.com</u>	410-649-7097
<u>Projection A/V Services</u>	<u>bccexhibits@projection.com</u>	410-649-7314
SP+ Parking (<i>Lot C daily and overnight parking</i>)		main # - 410-347-9330
<u>Baltimore Convention Center</u>		main # - 410-649-7000
SodexoLive! (<i>Catering Menu</i> or <i>Booth Service Menu</i>)	<u>Contact Catering</u>	main # - 410-649-7072
<u>Visit Baltimore</u>		main # - 877-Baltimore
<u>Charm City Circulator - Free Shuttle</u>	<u>Route Map</u>	main # - 410-350-0456
Business Center – 3rd Floor Pratt Lobby West	Temporarily Closed (<i>see link below</i>)	
<u>Local Area Print Shops (<i>by distance from Convention Center</i>)</u>	List available at show office	



General Show Information

Show Dates: January 10-12, 2024

Location: [Baltimore Convention Center](#)

One West Pratt Street
Baltimore, Maryland 21201

Web Site: www.mants.com

Show Hours: Wednesday and Thursday 9 am – 5 pm; Friday 9 am – 2 pm

Move-In: Monday, January 8: 10 am – 6 pm
Tuesday, January 9: 8 am – 6 pm

Move-Out: Friday, January 12: 2 pm – 11:00 pm (*tear down begins after show closes at 2 pm*)

Decorator / Drayage / General Services Contractor

The exclusive provider of decorating services to Mid-Atlantic Nursery Trade Show is:

Shepard Exposition Services • 1531 Carroll Drive, NW • Atlanta, GA 30318

Phone 404-720-8600 • orders@shepardes.com

Questions regarding furniture rental, shipment of freight, drayage, labor, booth cleaning, or other special services should contact Customer Service at Shepard directly using the contact info above.

Shepard's Kit is available at <https://www.shepardes.com/olk/showInformation.asp?show=23694> or on mants.com underneath the exhibitor tab or as a PDF on the exhibitor page. Information on show services, a list of important dates, order forms, and the Shepard Logistics Trade Show Freight Service form are in the kit.

Ordering Utilities: Utility Services must be ordered separately through the companies who are sub-contracted through the Baltimore Convention Center. Information on ordering utilities is in the Utility Section (*page 11*) of this manual or on the exhibitor page.

Hotel Reservations (*Visit Baltimore Housing Bureau*)

There is only ONE HOUSING BUREAU for MANTS...

Visit Baltimore operates the official housing bureau for MANTS. They will not call you unless you contact them first. They **DO NOT** take full payment upfront. Beware housing scams!

BOOK ONLINE: Go to www.mants.com • Hotels • [MAKE HOTEL RESERVATIONS](#).

Or, click on Hotels to access the Hotel Page for rates, booking, and reservation information.

TELEPHONE: Housing Bureau operators are available Monday-Friday, 8:30am - 5:30pm E.S.T at 800-282-6632 (toll free) or 410-837-4636 (for international calls)

Insurance Certificate Requirements

Certificate of Insurance should name the Mid-Atlantic Nursery Trade Show and the Baltimore Convention Center as shown below:

Certificate Holder: MANTS Trade Show - Baltimore Convention Center
c/o MANTS
PO Box 818
Baltimore, MD 21022

We request: \$1,000,000 in General Liability for each occurrence
\$1,000,000 in Damages to the premises
\$1,000,000 in Personal and ADV Injury
\$2,000,000 in aggregate coverage

Submit by: Fax to 410-296-8288 or E-Mail to info@mants.com
Or U.S. mail to: MANTS · PO Box 818 · Brooklandville, MD 21022

Cancellation Policy for Exhibit Space – What You Need to Know

By submitting a contract and subsequently paying the invoice to exhibit at MANTS, exhibiting companies and their representatives agree to abide by the MANTS Cancellation Policy set forth. This policy was established to help current exhibitors, show management, and companies who have expressed an interest in exhibiting at MANTS ample time to plan and prepare for the upcoming show. Please know that we appreciate your cooperation in complying with this policy.

Exhibitor Cancellation Policy: Any exhibitor who cancels their exhibit space by September 30 will receive a full refund. Any exhibitor who cancels their exhibit space after September 30 will incur a \$200 per booth cancellation service fee and the balance will only be refunded if MANTS is able to resell the exhibit space. Any exhibitor who cancels their exhibit space after October 30 forfeits the entire exhibit fee. In the unlikely event the City or State prohibits the use of the Baltimore Convention Center, exhibitors will receive a full refund. Exhibitors who are no shows at MANTS will not receive a refund and forfeit their opportunity to exhibit at future shows.

Photograph Permission

On occasion, show management takes promotional photos or video of event related activities. Your registration at MANTS is considered permission for us to use your likeness in such media.

Contacting MANTS during the show

Beginning Monday, January 8, 2024 - Contact MANTS using the show office phone number at the Baltimore Convention Center, **410-649-7472**. There will be no personnel or answering machine at the main office and **WE WILL NOT BE CHECKING E-MAIL**. Please share this information with your staff. If you need to reach show management or the show office, you must call the number listed above between 8 am and 6 pm.



Exhibit Specifications

The MANTS Floor Plan may be viewed either as an [Interactive Map](#), or as an adjustable [PDF](#).

Booth Number: Access your [Exhibitor Console](#) to find your booth number and locate your position on the show floor. Regardless of how many spaces you have, only one booth number (*the lowest number if you exhibited in previous years*) will be displayed.

Booth Size: With a handful of exceptions, each exhibit space at MANTS measures 10' x 10'. Two booths in a row will measure 10' x 20'; three booths will measure 10' x 30' and so on.

Drape Colors: Booths numbered 1 – 2027 have royal blue and white drapes;
Booths numbered 2100 – 3200 have lime green and white drapes.

All MANTS Exhibitors are furnished with:

- 8' high backing drapes and 3' high exhibit dividers (*see drapery colors above*)
- Two (2) complimentary staff registrations for each booth purchased
- Carpeting of all exhibit hall aisles (*did you know that MANTS has 3 miles of aisle carpet?*)
- Exhibit booth sign which includes firm name and booth number(s)
- One (1) waste basket for each booth

Exhibitors Shall:

- **BRING** display materials into and out of the premises at entrances and exits designated by the Baltimore Convention Center (hereafter referred to as the Center);
- **Comply with and understand that** the total number and weight of vehicles entering the Center at any one time shall be conclusively determined by the Center; **NO gasoline, acetylene, or any other combustibles will be permitted in the Center without prior approval of the Center;**
- **Ensure that All** decorations and other combustible materials must be flame proofed and a flame proofing certificate acceptable to the Center must be furnished;
- **Review the Convention Center Fire Regulations contained in this manual (p.12-13);**
- **NOT** bring cut trees into the convention center at any time or for any reason;
- **NOT** mark, paint, drill into or in any way mar or deface any part of the Center;
- **NOT** display or erect any lettering, signs, pictures, notices or advertisements upon any part of the outside or inside of the Center;
- **NOT** make any alterations or improvements in or to the Center or any part thereof;
- **NOT** take the chairs that are set around attendee tables by the Convention Center for use in your booth. These chairs are put out for the comfort and convenience of our attendees. If your company needs chairs in its booth, please rent them from Shepard Exposition Services.



Exhibit Guidelines – What you need to know about setting up and exhibiting

By submitting a contract and subsequently paying the invoice to exhibit at MANTS, exhibiting companies and their representatives agree to abide by the exhibitor guidelines set forth. These guidelines were established to help make exhibiting at MANTS simple, easy, and safe. Please know that we appreciate your cooperation in complying with these guidelines.

- **THE SHOW CLOSES AT 2 PM ON FRIDAY. RESPECT for your fellow exhibitors and attendees is required. DO NOT begin packing up prior to 2 pm.** Vehicles will be brought onto the show floor as soon as the decorator rolls up the aisle carpet and empty crates are returned to exhibitors. This can take up to 2 hours after the show closes.
- **Displays and/or products are not permitted to** extend above the side curtains further than five (5) feet from the back of the booth. This enables everyone to have a line of vision to all neighboring booths.
- **Exhibitors having an end cap must have** the backdrop at least 5 feet in (towards the center of their booths) from each aisle.
- **Booth number and company name must be visible** using the sign provided by the decorator or exhibitors may incorporate a booth number sign into their display. A visible booth number on the side rail or in your display helps customers find you.
- **Exhibitors are not permitted to place booth materials outside** their respective booth boundaries; placing merchandise in the aisles is against show rules and violates Baltimore City Fire Code. All booth and exhibit materials must remain inside your allotted booth space; repeated warnings may lead to expulsion from the show.
- **Exhibitors are not permitted to work outside** their purchased booth space. The aisle space belongs to the show. There will be no selling in the aisles.
- **The show reserves the right** to determine the acceptability of sound, light, and smell.
- **Exhibits may extend above the eight-foot (8) back drop but** must be “finished” on each side so that as not to create an eyesore for surrounding exhibitors.
- **Double-sided signs may not be used.**
- **DO NOT** take the chairs that are set around attendee tables by the Convention Center for use in your booth. These chairs are put out for the comfort and convenience of our attendees. If your company needs chairs in its booth, please rent them from the decorator.

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- **Drones, Remote Pilot Aircraft Systems (RPAS) and Unmanned Aerial Vehicles (UAVs)** may not be flown in the center at any time without prior written consent and never on the show floor or in other public spaces during show hours.
- **No Cut Trees** by order of the Baltimore City Fire Marshal's Office.
- **About Hard Goods** - Make arrangements to take home or donate your exhibit material(s). Nothing may be left behind or abandoned at the close of the show. MANTS reserves the right to remove non-compliant exhibitors from future shows or invoice any company for removal or cleaning services related to hard good products left behind at Move-Out.
- **At the close of the show, every effort is made** to move-out exhibitors prior to buyers who have purchased items from the show. If you see a buyer removing items from the floor, please report this activity to a show floor representative or the show office.
- **Trade Shows versus Public Shows:** MANTS Exhibitors are reminded that Maryland law - as in most states - draws a distinct difference between *Trade Shows* and *Public Shows*. Trade shows do not require exhibitors to have traders' licenses or collect sales tax. However, exhibitors at trade shows may not sell "*across the counter*." Trade show sales are typically those where exhibitors sell for the future delivery of materials in wholesale amounts. The sole exemption to this is the on-site sale of materials in a booth display at the close of the show. Anyone selling or buying the contents of another booth may not remove any contents of the sold or purchased booth until the show closes.
- **Exhibitors and Attendees are prohibited from selling of any product**, item or service in the exhibit hall aisle ways. Further, walking through the exhibit halls to distribute literature to other exhibitors or leaving literature in unoccupied booths is also prohibited. If you see anyone in violation of these rules, please report this activity to the MANTS show office immediately by calling **410-649-7472**. The longer you wait the harder it is for us to enforce.
- **Food Service:** All food service distribution must be provided by SodexoLive!, the Convention Center Caterer. Please note that no alcohol sales or consumption is permitted in the exhibit halls at MANTS. Marsha Pratt is the SodexoLive! representative and she may be reached at 410-649-7009 or marsha.pratt@sodexo.com
- Non-Compliance with any of these Exhibitor Guidelines or Fire Marshal Regulations may result in an exhibitor's removal from the show.

If your questions are not answered in our Exhibitor Information Manual or you require additional information or clarification, please contact us by:

Phone: (410) 296-6959 • **Fax:** (410) 296-8288 • **E-Mail:** info@mants.com



Decorator / Drayage / General Services Contractor Information

The exclusive provider of decorating services to Mid-Atlantic Nursery Trade Show is:

Shepard Exposition Services

1531 Carroll Drive, NW • Atlanta, GA 30318

Phone 404-720-8600

orders@shepardes.com

Shepard's Kit is available electronically on mants.com underneath the exhibitor tab dropdown menu, as a PDF on the exhibitor page, or by typing <https://apps.shepardes.com/olk/intro.asp> into your browser. Information on show services, a list of important dates, order forms, and the Shepard Logistics Trade Show Freight Service form are all in the kit.

Questions regarding furniture rental, shipment of freight, drayage, labor, booth cleaning, or other special services should contact Customer Service at Shepard directly using the contact info above.

Shepard Logistics Trade Show Freight Service is the preferred provider for MANTS. Please see the Shepard Kit or if you have any shipping questions, please call them directly at **888-568-8858** or e-mail: logistics@shepardes.com

On-Site Decorating Assistance:

Shepard Exposition Services will provide an on-site Exhibitor Service Desk, located in [Hall D](#), if you should need assistance with placing, changing, or verifying an order for your booth requirements.

Regarding Shipping, Handling and Freight:

For companies who pre-ship exhibit materials to the show, please refer to the Exhibitor Portal on the Shepard website for complete shipping instructions. The Freight Policy also appears in this Exhibitor Information Manual on page 9.

Shipping and freight items are important to the success of the show; please give these items the attention they deserve and make the most of your show participation.

While Shepard Logistics is the MANTS preferred freight carrier and warehouse, you may select any carrier you wish for the delivery and/or pick up of your materials, but you must follow the shipping instructions in the Shepard manual regardless of which carrier you choose.

You may use another carrier, if you like, however please note - other carriers may charge additional fees for pick-up since it is a one-night move-out and **shipments are not available until after 6 PM.**

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Please be sure to get all the facts on pricing from your outbound carrier; our intent with using Shepard Logistics is to avoid those additional fees and make shipping out easy for our vendors.

Shepard Logistics will offer special shipping rates for industry shows that follow MANTS and will have a customer service representative at the freight desk to assist you with your shipping paperwork during move-out. You may also call them at 888-568-8858.

SHIPPING NOTICE:

DO NOT SHIP ANYTHING WITHOUT FIRST READING THE SHEPARD EXPOSITION SERVICE MANUAL. DO NOT SHIP ANYTHING DIRECTLY TO THE BALTIMORE CONVENTION CENTER UNLESS IT MEETS THE CRITERIA AND INSTRUCTIONS IN THE SHEPARD EXPOSITION SERVICE MANUAL.



Freight Policy for Move-in and Move-out

Exhibitors who hand-carry/walk in or drive personal vehicles, vans, or rental box trucks on to the show floor may unload themselves. If you are given or offered assistance with move-in or move-out, please take advantage of it. There is no additional labor charge. Exhibitors may rent booth accessories from Shepherd (take advantage of the pre-show rates).

Labor:

- Hired labor is required if your set up/dismantle requires the use of power tools. Any use of power tools on the floor will have to hire and pay for labor accordingly. The Labor order form will be found in the Shepard manual.
- Exhibitors must use general services labor if their set up¹ requires more than two of their own staff for one hour. MANTS is covering the expense of this labor for 2024 so it is of no cost to exhibitors, but you must pre-order it from Shepard. **MANTS will not cover the labor charge if the service is not pre-ordered by the Shepard deadline posted in their service kit.**
- Exhibitors with 300+ square feet must use general service labor to install their flooring. This labor cost is free to MANTS exhibitors; but you must pre-order it from Shepard. (If your company orders carpet from Shepard then there is no need to arrange for install labor and daily vacuum service.)
- Exhibitors may utilize labor on the floor to help unload/load your own vehicles (cars, vans, rental box trucks); there is no charge for this service regardless of the contents: plants, displays, etc.
- Exhibitors who need labor, complimentary or otherwise, should order it from Shepard before arrival. The Labor order form will be found in the Shepard manual.

Freight Handling:

- There is no freight handling fee for plant material, no matter the point of entry into the convention center. Please make use of the labor provided to expedite your unloading.
- Freight handling charges will be applied to Advance Shipments, those shipped to Shepard through the warehouse option and to Common Carrier show site shipments. Since Advance shipments will be delivered to and be ready at your booth when you arrive for set up, and both show site and advance shipping freight handling fees are the same, you may want to consider the convenience of advance shipping.

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¹ Set up includes display/structure assembly, not your product handling or placement of said products.

- Freight handling charges will be applied to non-plant materials, arrival and outbound, on common/commercial carriers (ABF, UPS Freight, Typhoon, Fed Ex Freight, for example), hired/independent trucks (Jones Brothers Trucking, TDH Delivery Service and owner operator truck services), and UPS, FedEx, etc. **Do not mix pallets of plant material with non-plant material or you will be billed as if the entire pallet is non-plant material.**
- Concrete/paver/stone and heavy machinery and equipment exhibitors will have a flat rate fee of \$573.71 for roundtrip forklift service per truck load.
- There will be a charge for extended forklift service, unloading, loading or booth work that exceeds 15 minutes.
- If forklift service is required for shipping product or loading it to another carrier, a freight-handling fee is applicable and is payable by the vendor to the general contractor. *This fee is applicable to your product should you sell it to a buyer at the show. The vendor is responsible for the additional fee, not the buyer, and this must be paid to Shepard before the close of the event.*

Notice about ALL Shipments Leaving the Show Floor: It is imperative that every exhibitor submit a bill of lading at the Service Desk in [Hall D](#) at the end of the show. No items can be left on the show floor for pick up without a bill of lading being submitted to our service desk. **PLEASE do not assume your carrier will show up with the necessary paperwork. It is the exhibitor's responsibility to provide Shepard with the outbound shipping instructions.** In addition, if you choose not to use the shipping containers that you put in "Empty" storage they must be marked as trash to avoid shipping empty crates or container back to you at the close of the show. MANTS and Shepard are responsible for clearing the floor of ALL items and we have no way to determine if a crate or container is empty or full, if we are missing the proper paperwork, we will ship these items to you and you will be responsible for all related costs. You will find labels at the Service Desk for "trash" to avoid this issue.



Utility, Telecommunication and Audio-Visual Service

Utility (electrical, water fill and drain or air), Telecommunication and/or Audio-Visual services for your exhibit space must be ordered directly from the exclusive subcontractors affiliated with the Baltimore Convention Center. Details on how to order one or more of these services is outlined below. While order forms are available in the back section of this manual, whenever possible exhibitors are encouraged to use the on-line ordering links available in this manual.

YOU MUST ORDER BY MONDAY, DECEMBER 11TH TO GET ADVANCE PRICING.

Edlen Electrical Exhibition Services provides electrical, water fill and drains, and compressed air services. Place your order [online](#), or type this link in your browser: <https://ordering.edlen.com/login> to log-in. If you created an account previously, you may use that log-in information. Otherwise, underneath the blue “Login” button, click on “Sign Up” to create a new account. Should you have any questions or need to speak to someone regarding Edlen provided services please call them directly at (410) 649-7321 or email baltimore@edlen.com

M.C. Dean provides all telecommunication services (*except for wireless internet service.*) For service and order inquiries, please call Nathaniel Morgan at (410) 649-7097 or email him at: nathaniel.morgan@mcdean.com. You may also use the telecommunications order form located in the back of this manual or for online users, [linked here](#). M.C. Dean’s Terms and Conditions are [here](#).

Projection Services provides all Audio-Visual Equipment and Service inside your booth. For booth equipment orders, use the telecommunications order form located in the back of this manual or for online users, [linked here](#). To order A/V equipment for meeting rooms, which is separate from booth ordering, see the conference room request form in this manual or on mants.com/exhibitors. Should you have any questions or need assistance with audio visual equipment or service, please call Projection directly at (410) 649-7314 or email bccexhibits@projection.com.

Wireless Internet Service is available on the show floor and must be purchased directly through MANTS. The cost for this service is available at \$180 per connection. [Order on-line](#) or use the faxable order form found in the back of this manual. Should you have any questions regarding wireless internet service, please call us at 410-296-6959 or email info@mants.com.

Wireless Internet orders will not be accepted after Monday, December 11.

After this date, the cost increases to \$375 and orders must be placed at the Utility Service Desk in Hall D next to Shepherd Exposition Services and Shepherd Logistics.



Fire Marshal's Regulations

Below are the Fire Marshal's Regulations for the Baltimore Convention Center that pertain specifically to setting up an exhibit at MANTS. Exhibitor compliance with these regulations is mandatory. **Please be advised that the law in Maryland and in Baltimore City gives broad discretionary powers to the Fire Marshal.** MANTS will strictly enforce these regulations and any decision by MANTS or our designated representatives regarding these is binding and non-negotiable. We appreciate your cooperation, understanding and compliance with these regulations.

- (1) **NO CUT TREES.** Baltimore City's fire code expressly prohibits cut trees in buildings with public assembly. **This rule is not flexible** as per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings, or decorations of an explosive or highly flammable character shall not be used. Any cut trees found in displays will have to be removed from an exhibitor's booth, regardless of the impact on the visual appeal of the display.
- (2) Living trees in a balled condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry;
- (3) Balled Christmas trees may have lights upon them;
- (4) Wreaths and garland will be permitted if they are identified or certified as being fire retardant. This means have your real and artificial wreaths and garland tagged by the manufacturer that it is fire retardant or that you've had your products treated with a fire retardant. A certificate of flammability must be provided upon request of the fire prevention captain.
- (5) Corn stalks, straw, hay, Spanish moss, wood chips, bamboo, lumber, and similar materials may be permissible only if treated with a fire retardant and pre-approved by the Center and Fire Department. A certificate of flammability must be provided upon request of the fire prevention captain.
- (6) Crates, boxes, excess literature, etc. **may not** be stored in the hall or behind exhibitors' booths; these must be stored in the loading dock areas. Contact the Shepherd Exposition service desk in [Hall D](#) or contact a MANTS show representative for assistance.
- (7) All draping materials must be fire resistant and a certificate of flammability must be provided upon request of the fire prevention captain. No exits may be blocked by draperies; no combustible materials, merchandise or signs shall be attached to, hung or draped over fire-resistant side and rear dividers of booths or attached to table skirting facing aisles, unless fire-resistant. Any exhibitor who places a canopy over his booth must have a fire extinguisher in the booth.

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- (8) No open flames for demonstration or decorative purposes will be allowed. No flammable and combustible liquids such as gasoline, kerosene, cleaning solvents and other petroleum-based materials or liquefied petroleum gasses shall be used or admitted inside the building. No compressed flammable gases such as acetylene, hydrogen or propane may be used. Cylinders or non-flammable compressed gasses shall be secured in a vertical or horizontal position depending on tank use and design, pending written approval by the Fire Prevention Captain.
- (9) Hazardous chemicals such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc. are prohibited.
- (10) All vehicles or machinery brought into the building for purposes of display shall have no more than five gallons of fuel in the tank; fuel tanks must be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Keys to all such vehicles must be kept in a common accessible location for removal from the Center in the event of an emergency. Vehicles that run on propane are prohibited in the center for display purposes with the tanks attached. You may display the vehicles without the tanks as long as they can be brought in under manual power or by gasoline. The propane tanks, empty or full, are strictly prohibited.
- (11) **Balloons:** Helium balloons are permitted for display purposes, but must remain tied down and secure at all times. Exhibitors who display balloons that do 'get away' for any reason are responsible and will be billed for the time and related costs for the removal of all balloons that do not descend from the ceiling by their own means. Exhibitors using helium must also comply with Fire Regulation (8) above, regarding the storage of cylindrical containers and non-flammable compressed gasses. **Please note that Mylar balloons are strictly prohibited.**

The complete Baltimore Convention Center (BCC) Fire Department Regulations may be found in the Baltimore Convention Center (BCC) Event Operations & Event Planning Guide (Section III. A. 1-2/ b. 1. / E. 3. / Section IV. A. 3. / Section IV. C. / Section IV. E. / Section IV. F. / Section VI. A. 1.- 9.) at: [https://cdn.saffire.com/files.ashx?t=fg&rid=BaltimoreCC&f=Event_Operations_and_Planning_Guide_2020\(1\).pdf](https://cdn.saffire.com/files.ashx?t=fg&rid=BaltimoreCC&f=Event_Operations_and_Planning_Guide_2020(1).pdf)



Move-in and Staging Guidelines

Move-In: Monday, January 8: 10 am – 6 pm, and
Tuesday, January 9: 8 am – 6 pm

Staging Information: PLEASE Read carefully as this is extremely important

All staging for MANTS Move-in/Move-out will be conducted from Lot H at M&T Bank (Ravens) Stadium. Directions are on page 27 or you may use this [Google Maps Quick Link](#).

Items listed below apply to **ALL** exhibitor vehicles - No Exceptions.

MOVE-IN:

1. The staging lot opens on Monday and Tuesday by 6:00 am.
2. As you enter the staging lot, a MANTS representative will identify your vehicle by booth number and direct you to the appropriate staging lane (staging lanes are further divided by hall).
3. Every driver of every vehicle is required to accurately complete the ***MANTS Staging and Loading Dock Security Pass*** which will be provided by a MANTS representative. **For security reasons**, once this pass is checked and initialed by MANTS, **this pass must be always displayed on the dashboard of your vehicle**. This pass and a valid driver's license must be presented to security when you reach the Baltimore Convention Center.
4. Security requires us to issue vehicle occupants a temporary-colored wrist band which must be worn at all times to enter and remain inside the Convention Center. This is strictly enforced by security. Directions to Staging, Parking and the Convention Center are in this manual.
5. ***Very Important:*** For vehicles allowed on the show floor, ***once you enter the Convention Center, you must unload quickly and move your vehicle(s) to an outside public parking lot; we recommend lot C at Camden Yards Sports Complex where the rates are lowest and our shuttle runs during staging hours. Vehicles may not remain on the show floor or be left unattended, while you set up your booth, register or pick up your badge.*** This will be strictly enforced.
6. **Parking and Shuttle:** See Page 16 for directions to and rates for daily and overnight parking at Lot C located across the street at Camden Yards Sports Complex. During move-in a free shuttle runs during the staging hours on Monday and Tuesday. Shuttle schedule on page 26.
7. **All exhibits must be set up** on Monday from 10 am to 6 pm or Tuesday from 8 am to 6 pm. Move-out must be completed by 11:00 p.m. on Friday.

Booths that are empty as of 6 pm on Tuesday without any prior notification to show management may be reassigned to a wait listed company. Prior notice of late arrival must be received in writing and acknowledged by show management before COB Monday, December 11th.

Exhibitors who are no shows at MANTS will not receive a refund and will not be allowed to return to the show.



Move-Out and Staging Guidelines

Move-Out: Friday, January 13: beginning after the show closes at 2:00 pm

Staging Information: *PLEASE Read carefully as this is extremely important*

Exhibitors who leave the show before 2 pm on Friday will not be permitted to return to MANTS. The show closes at 2 p.m. on Friday. Do not make travel arrangements within the first few hours of the show closing. Give yourself the time needed to pack up and move out. Having immediate travel plans after the show adds stress to an already frenzied atmosphere.

MOVE-OUT:

1. **ALL Vehicles must report to the Staging Lot, lot H at M&T Bank (Ravens) Stadium, on Move-Out Day. Items listed below apply to ALL vehicles - NO EXCEPTIONS**
2. On Friday, the staging lot opens by 6 am and four shuttles begin running at 7:00 am. MANTS closes at 2 pm and exhibitor vehicles begin coming to the Center after the aisle carpet is rolled and empty shipping containers are returned, roughly 2 hours after closing. Move-out must be completed by 11:00 pm on Friday night.
3. As you enter the staging lot, a MANTS representative will identify your vehicle by booth number and direct you to the appropriate staging lane;
4. Every driver of every vehicle is required to accurately complete the ***MANTS Staging and Loading Dock Security Pass*** which will be provided by a MANTS representative. **For security reasons**, once this pass is checked and initialed by MANTS, **this pass must be displayed on the dashboard of your vehicle at all times**. This pass and a valid driver's license must be presented to security when you reach the Baltimore Convention Center;
5. To expedite move-out and loading, some exhibitor vehicles may be permitted to drive onto the show floor. **However**, vehicles will not be permitted on the floor until all booth materials are packed and organized for rapid loading. Trucks will not be allowed to park on the exhibit floor for long periods as they impede traffic and hinder MANTS' floor staff. For the convenience of all exhibitors, please be prepared to load or be loaded when your time comes.

We recognize that Move-Out may take longer for some than others and therefore ask all exhibitors and drivers of exhibitor vehicles for their cooperation in following these guidelines. If you have any questions or an issue arises during move-out, please see a MANTS staging lot or floor staff representative. Move-Out will run smoothly if we use good communication, patience and teamwork.

Shuttle Service: During Move-out the free shuttle will run from 7:00 am until 8:00 pm. The shuttle runs a circular route from the Staging Lot H to Lot C and then to the Baltimore Convention Center's Security/Loading Dock Entrance. Full Shuttle Schedule available on page 26.



Lot C Parking Rates at Camden Yards Sports Complex

[Lot C](#) is located across the street from the [Baltimore Convention Center](#) at Camden Yards Sports Complex. MANTS runs a complimentary shuttle Monday – Friday during MANTS to and from this lot. These hours are on page 26 of this manual and in the schedule of events. A map of Lot C and the surrounding area is on the next page.

Lot C has some of the lowest and most cost-effective parking rates in the city. The rates are set by the lot owners and MANTS has no ability to affect them. The rates listed below are the lot rates at the time this information is published and may change without notice.

For Cars ONLY - Daily Parking Rates:

Early Bird Rates

In by 9 am and Out by 6 pm, Monday - Friday and all-day Saturday and Sunday: **\$10.00**

Evening Rates

After 5 pm and Weekends: **Flat Rate \$10.00**

Cars per 24-hour period: **\$25.00**

For Oversized Vehicles - Daily and Overnight Rates:

(Oversized Vehicles must be parked on Lot C)

Daily Rate (7 am – 11 pm): **\$30.00**

Evening Rate (11 pm – 7 am): **\$40.00**

Overnight Rate (24-hour rate): **\$70 per day/night, 24-hour cycle**

The overnight rate is calculated using the daily rate of \$30 plus \$40.00 per night for a total of \$70.

Directions to Lot C (see map on next page or use quick link below):

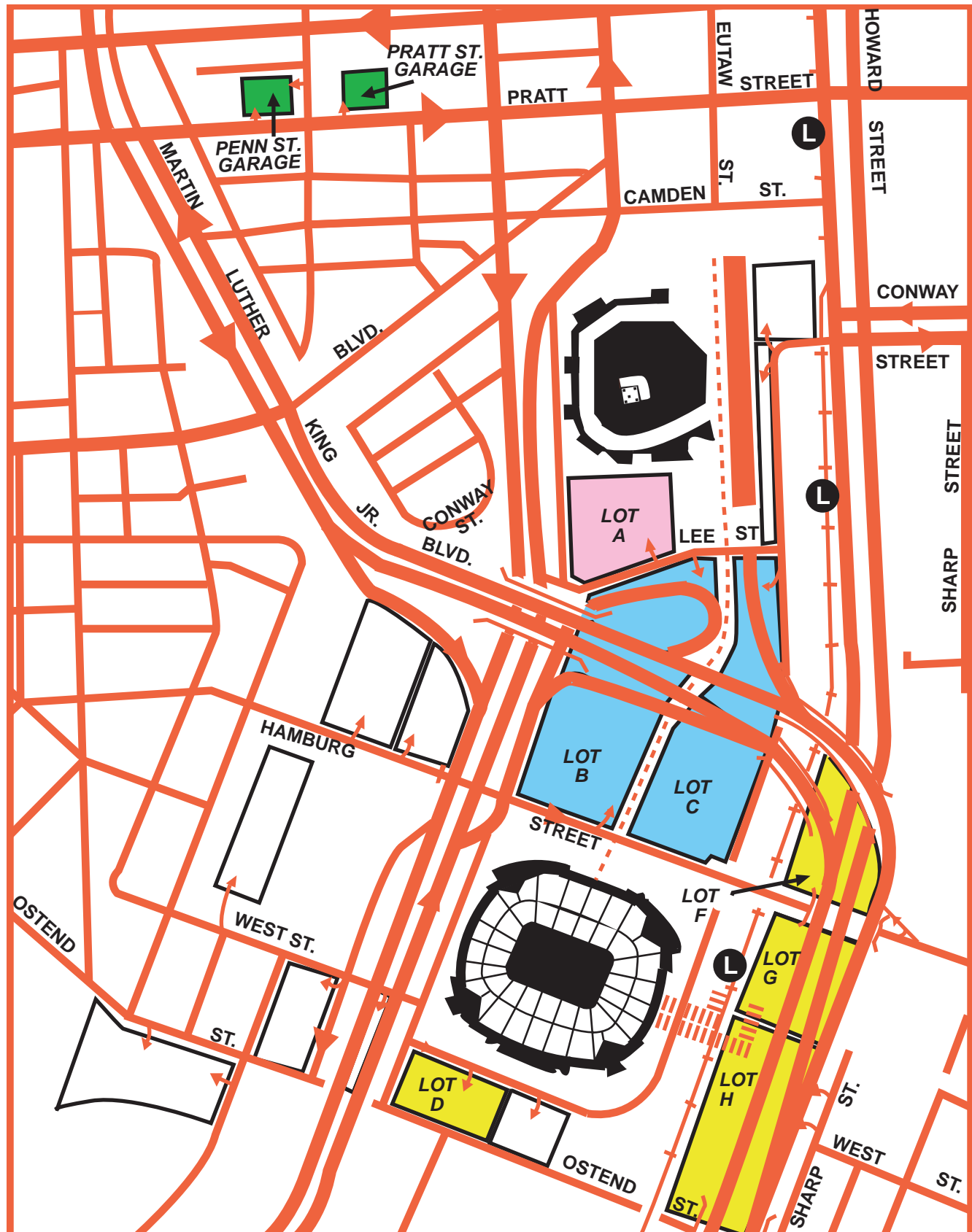
Lot C is located on West Lee Street between Camden Yards Sports Complex and M&T Bank (Ravens) Stadium. To enter the lot, please follow instructions at the entry gate to obtain a ticket and once on the lot, please park your vehicle on the southern-most portion of Lot C (closest to M&T Bank Stadium). Any violators of this will be ticketed and are subject to being towed at owners' expense. To exit the lot, you must pay at the exit with a credit card only or pay at the Pay-On-Foot machine located by the entrance of Lot C with cash or credit card. If you have any questions about parking on Lot C, SP+ Parking may be contacted during business hours and ahead of your scheduled arrival date at 410-347-9330. Parking on Lot C is available 24/7, unless there is a stadium event.

For GPS Users:

Camden Yards Sports Complex
333 West Camden Street
Baltimore, Maryland 21201
[Google Maps Lot B/C Quick Link](#)

ORIOLE PARK

Oriole Park at Camden Yards
333 West Camden Street
Baltimore, MD 21201
(410)685-9800





Schedule of Events

All meetings are held in the Baltimore Convention Center (BCC) unless otherwise stated in “*italics*.”

TUESDAY, JANUARY 9

- 8 am - 6 pm Shuttle Bus runs from Lots H to C to BCC
- 11 am - 5 pm **PRATT STREET REGISTRATION OPEN** – 3rd floor West Lobby
- 1 pm – 5 pm Virginia Nursery & Landscape Association Board meeting; Room 334

WEDNESDAY, JANUARY 10

- 6:30 am - 6:30 pm Shuttle buses run from Lot C to BCC
- 7:30 am - 9 am **Annual Meeting of the Maryland Nursery, Landscape and Greenhouse Association;**
Pre-registration required thru MNLGA; Room 337
- 8 am - 5 pm **PRATT & CHARLES STREET REGISTRATION LOBBIES OPEN**
- 9 am - 5 pm **EXHIBIT HALLS OPEN**

THURSDAY, JANUARY 11

- 7 am - 6:30 pm Shuttle buses run from Lot C to BCC
- 7 am - 9 am **Annual Breakfast Meeting, Virginia Nursery and Landscape Association;**
Pre-registration required thru VNLA; *Sheraton Inner Harbor*
- 8 am - 9 am **Annual Meeting; West Virginia Nursery and Landscape Association;** Room 330
- 8 am - 5 pm **PRATT & CHARLES STREET REGISTRATION LOBBIES OPEN**
- 9 am - 5 pm **EXHIBIT HALLS OPEN**
- 5 pm - 7 pm HRI Research Reception, Pratt Registration Lobby West (*next to Coffee Outlet*)

FRIDAY, JANUARY 12

- 7 am - 3 pm Shuttle buses run from Lot C and H to BCC
- 8 am - 2 pm **PRATT & CHARLES REGISTRATION LOBBIES OPEN**
- 9 am - 2 pm **EXHIBIT HALLS OPEN**
- 3 pm - 8 pm Shuttle Bus runs from Lots H to C to BCC

SHOW OFFICE: The Show Management Office, on the 2nd floor of the Pratt Street (one floor below the 3rd floor Pratt West Registration Lobby), opens to exhibitors daily at 7:15 a.m.

BUSINESS CENTER: The business center located in the Pratt Street Registration Lobby is temporarily closed. Use this link to find [Local Area Print Shops \(by distance from Convention Center\)](#) or visit the show office for a paper copy.

FOOD SERVICE is available on show days throughout the exhibit halls and in the Charles Street Lobby.

SHUTTLE STOPS: Lot C = Camden Yards Sports Complex • Lot H = Staging (M&T Bank Stadium) •
BCC = Baltimore Convention Center



On-line Registration Instructions for Exhibitors

All staff must be registered for the show. Having an exhibit space does not mean that your staff is registered. **Companies who exhibit at MANTS receive two (2) complimentary registrations for each 8 x 10 or 10 x 10 booth.**

Registering on-line is encouraged. However, anyone who prefers to register by fax or mail, the form is on the next page. For exhibitors who register additional staff or guests beyond their complimentary allotment, Early Bird Registration ends at midnight on Friday, December 1st.

TO REGISTER EXHIBIT STAFF ON-LINE, PLEASE FOLLOW THESE INSTRUCTIONS:

1. IMPORTANT MESSAGE ABOUT BADGES

MANTS Badges are not mailed. ALL badges must be picked up onsite. Registration opens at 11 am on Tuesday, January 9.

Unique emails must be used to ensure that registrants receive their proper badge. Anyone registering multiple people with a single email will receive all the confirmations, badges, reminders, and associated communications for those registered badges.

During Move-In, exhibitors will be given a color-coded wrist band at the staging lot, security, or the show office to access the show floor.

2. On mants.com, hover over **REGISTER** and select **REGISTER ONLINE**.
3. Go to Exhibitor Registration and select your Company name from the drop-down list.
4. ***Enter the Primary Contact's password.***

If you do not know your password, select '***Forgot Password***' and it will be sent to your primary contact's e-mail address. If you do not receive your password within a few minutes, check your spam folder.

5. Once your complimentary registration allotment has been satisfied, additional registrations may be purchased. Please see the dates and rates listed below:
 - **Early bird through Friday, December 1st for \$20.00 per person**
 - Registrations made after December 1st cost \$30.00 per person
6. Once your registration is complete, you will have the option of going to the Registration Resource Center where you can e-mail a registration confirmation to your staff, print your receipt, invite customers via e-mail, or make hotel reservations.



Use This Form,
ONLY
If You Do
Not Wish to
Register
On-Line

Exhibitor Registration Form

PLEASE TYPE OR PRINT:

Company Name: _____

Primary Contact Name: _____

(Please list all show registrants below and note that primary contact must also be listed if attending)

Address 1: _____ **Address 2:** _____

Postal code/zip: _____ **City:** _____ **State:** _____

Country: _____

Telephone: _____ **Ext** _____

Mobile / Cell: _____ **Fax:** _____

Please register the following persons: *(Children 17 and under, and accompanied by their parent, are free, but you must give us their names and indicate their age.)*

_____	_____
_____	_____
_____	_____

Total Number of Registrations: _____ **Total Registration Fee:** _____

(Over two per booth @ \$20.00; after December 1 @ \$30.00)

Total Registration Fee Submitted: \$ _____

Payment Information

Payment must accompany registration. Faxed registrations must include a valid credit card with the information requested above. If the total amount due is miscalculated on this form, MANTS authorizes CDS to adjust this amount and charge the registrant for the corrected amount.

Payment Type (✓ one): MC _____ VISA _____ Personal Check _____

Credit Card Number: _____ **Expiration Date:** _____

Name on card *(Print)*: _____ **CVV:** _____

Authorized Signature: _____

Please fax credit card payments to: (410) 296-8288, **Or mail forms with payment to:**
MANTS Registration · PO Box 818 · Brooklandville, MD 21022

(By registering for MANTS, all registrants listed above are agreeing to abide by the show policies listed on the reverse of the printed registration form or page 2 of the digital registration form)

MANTS REGISTRATION TERMS AND CONDITIONS

Attendee Agreement:

By registering for the Mid-Atlantic Nursery Trade Show (“MANTS”) you are agreeing to these terms and conditions which form a legal contract between the Mid-Atlantic Nursery Trade Show, Inc., and the registered attendee. Upon registering, you agree to pay all fees in a timely manner and adhere to the registration and professional conduct policies of the show.

No “Suit Casing” Policy

“Suit Casing” is the act in which unauthorized individuals or companies attempt to solicit business at MANTS. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company’s booth, or in violation of any portion of the Show Guidelines, will be asked to leave immediately.

Credit Card Policy:

All registration(s) will be applied to the card provided at the time of registration. Registration(s) will not be processed without payment or if made with declined or invalid credit cards.

Returned Check Policy

If payment is made by check and that check is returned, there will be a \$45 dollar returned check fee assessed in addition to the original amount owed.

Refund Policy:

No Refunds unless the show is cancelled.

Badge Policy:

Badges are required to be worn by Attendees at all times. No one will be admitted to the Trade Show Floor without a badge. Registered children must be under Age 18 at the time of the show.

Substitute Badge Policy:

Badge substitutions may be made, at no charge, on-line through your registration account, on site at the show or by calling CDS at 508-743-0507. On site, if the badge has not been printed, you can go to the Assisted Registration Counter in Pratt Street West or Charles Street Registration Lobby and request a replacement. Once a badge has been printed, substitutions are not allowed.

Lost Badges:

Lost badges will be replaced onsite in the Pratt Street Registration Lobby. See a member of the CDS staff. The registrant must show a valid photo ID matching the registration name and a \$30 badge reprint fee may apply.

Photographs, Publicity Material, Radio and Television and Print Media:

When you enter MANTS, you enter an area where photography, audio, and video recording may occur. By entering the event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by MANTS and its affiliates and representatives. Images, photos and/or videos may be used to promote MANTS in the future, highlight the event and exhibit the capabilities of the show.

You release MANTS, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or or sound recordings.

You have been fully informed of your consent, waiver of liability, and release before entering the event.



Hotel Reservations – How to Make Them

Make your reservation(s), using ONE of the following methods:

ON-LINE

Go to mants.com, select HOTELS and then scroll down to MAKE HOTEL RESERVATIONS. You will find the list of participating hotels and their rates on this page as well.

BY PHONE

Call 800-282-6632 (toll free) or for international calls, 410-837-4636. Reservation coordinators are available Monday-Friday, 8:30 am - 5:30 pm EST.

HAVE QUESTIONS

For general inquiries, reservation questions, or block requests, use the numbers above or e-mail: conventionhousing@baltimore.org

HOTEL REWARD POINTS

If you have Hilton Honors, Marriott Bonvoy, World of Hyatt, Sonesta Travel Pass, or any other type of hotel reward points, enter your account number when booking your room for MANTS!

CONFIRMATIONS

The Visit Baltimore Housing Bureau will send you a reservation confirmation. Review it carefully for accuracy. If you do not receive a confirmation via e-mail or mail within 14 days after making your reservation, contact the housing bureau directly at the numbers listed above.

ROOM RATES/TAXES

Hotels offer discounted room rates for MANTS as long as inventory is available. By booking through the housing bureau, you can guarantee availability and your rate. Be sure to book your reservation early to get your hotel of choice. By booking through other means, you may be charged significantly higher rates. All rates are per room night and are subject to applicable taxes. Some hotels may charge additional fees for rooms with more than two occupants.

DEPOSITS

All hotels require a credit card guarantee of one night's room and tax with each reservation request. Requests received without a credit card guarantee cannot be processed.

HOTEL ROOM CANCELLATION POLICY

Hotel room reservation cancellations are subject to the policy of each participating hotel. These policies are available on the hotel website or through the housing bureau.



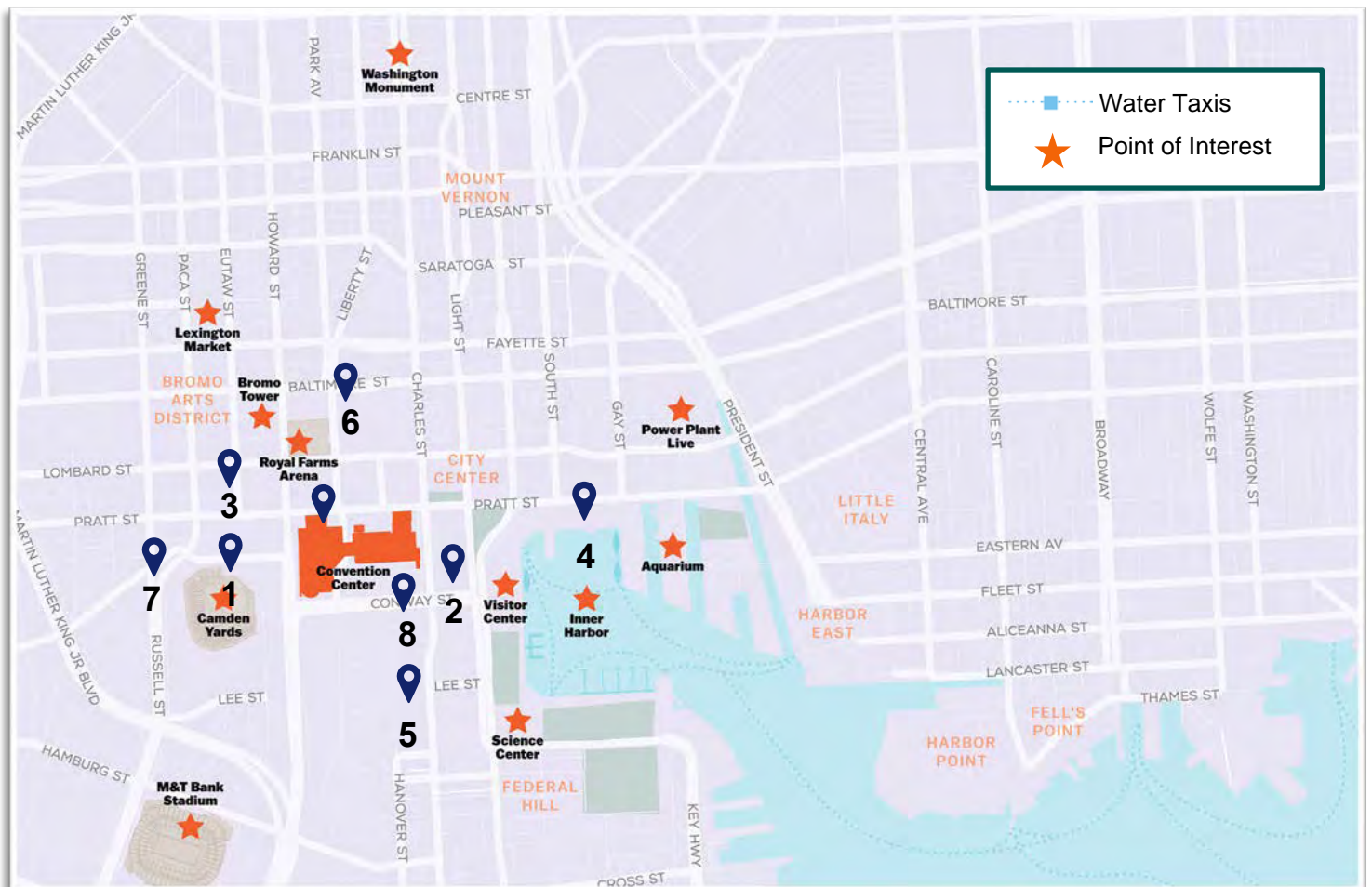
1. Hilton Baltimore Inner Harbor - \$169
Connected to Convention Center
2. Hyatt Regency Baltimore - \$161
Connected to Convention Center
3. Baltimore Marriott Inner Harbor at Camden Yards - \$152
1 block(s) to Convention Center
4. Renaissance Baltimore Harborplace Hotel - \$155
2 block(s) to Convention Center
5. Royal Sonesta Harbor Court - \$121
3 block(s) to Convention Center
6. Lord Baltimore Hotel - \$108
2.5 block(s) to Convention Center
7. Hampton Inn Downtown Convention Center - \$118
3 block(s) to Convention Center
8. Sheraton Inner Harbor - \$161
Connected to Convention Center

To Book Your Rooms:

ON-LINE: Go to mants.com, hover over the word **HOTELS** and from the drop-down menu, select **MAKE HOTEL RESERVATIONS**.

BY PHONE: Call 800-282-6632 (toll free) or for international calls, 410-837-4636. Reservation coordinators are available Monday - Friday, 8:30 am - 5:30 pm EST

HAVE QUESTIONS: For general inquiries, reservation questions, or block requests, use the numbers above or e-mail: conventionhousing@baltimore.org





Lead Retrieval

Convention Data Services (CDS XPress Leads) is the exclusive provider of on-line and on-site registration services to MANTS which includes the rental of **Lead Retrieval**.

Lead Retrieval is a means to capture and follow-up on sales leads generated at MANTS, by scanning the QR codes on the name badges. Industry data shows that sales leads that are not followed up on are mainly due to an ineffective lead management system. **Lead Retrieval** systems provide exhibitors the ability to measure results. CDS offers several options to help you meet your objectives.

How to Order Lead Retrieval:

There are two ways to order a lead retrieval unit through CDS, but either way you must use the MANTS Show Code if prompted. The show code is **MANT0124**

1. Go directly to the [Lead Retrieval ordering page](#) on the CDS Registration web site; or
2. On mants.com, click on *Exhibitors* and scroll down to **Lead Retrieval Ordering**.

Effective lead management allows an exhibitor to take advantage of tools to help them learn more about each attendee/company that visits their booth. **Lead Retrieval** helps exhibitors gather useful buying demographics from sales leads. [Lead Retrieval](#) systems are available in a variety of options some of which allow for customizing the data that they collect.

To speak with a CDS Lead Retrieval representative in person, you may:

1. Call 800-746-9734, Monday - Friday 9-5 EST; or,
2. E-mail your questions to a customer service representative [here](#).

For answers to many Lead Retrieval questions, in the upper right corner of the Lead Retrieval landing page, click on the [FAQ link](#).

All lead retrieval sales and on-site distribution and service is coordinated by Convention Data Services. CDS may be contacted on-site in the 3rd floor Pratt Street Registration Lobby located on the West (Oriole Park) end of the Baltimore Convention Center.



Sponsorship and Advertising Information

[**Sponsorship Opportunities**](#)

[Buyer's Guide Advertising](#)

3,499 non-exhibiting (buying, shopping) companies were represented at [MANTS 2023](#).

MANTS welcomed over 11,000 paid registrants (including exhibitors) who gathered to do business, network, and learn about the hottest horticultural trends for 2023.

We all love good numbers, but numbers are just numbers without something to back them up. And for this, we rely on our [show demographics](#) for facts like:

Over 84% of attendees make or influence purchasing decisions

67% of attendees were owners, managers, or buyers

Ask yourself the following questions compared to other industry shows:

1. How many shows on a five-, seven-, or ten-year running average offer your company the opportunity to be seen by over 3,000 buying companies each year?
2. Which show is all business and has no classes, tests, tours, or speakers?
3. How many shows are truly exhibitor-focused and attendee-driven?
4. Who helps your exhibit and marketing dollars go further?

Ensuring that your current and future customers find you is [one click away](#).

If you have advertising or sponsorship questions, please call Kelly at 410-296-6959 or e-mail: kelly@mants.com.



Shuttle Schedule - 2024

MONDAY, JANUARY 8

10 am - 6 pm Shuttle Bus runs from Lots H to C to Pratt to Sec

TUESDAY, JANUARY 9

8 am - 6 pm Shuttle Bus runs from Lots H to C to Pratt to Sec

WEDNESDAY, JANUARY 10

6:30 am - 6:30 pm Shuttle buses run from Lot C to Pratt to CSL

THURSDAY, JANUARY 11

7 am - 6:30 pm Shuttle buses run from Lot C to Pratt to CSL

FRIDAY, JANUARY 12

7 am - 3 pm Shuttle Bus runs from Lots H to C to Pratt

3 pm - 8 pm Shuttle Bus runs from Lots H to C to Pratt to Sec

STOP KEY

H = Staging Lot at M&T Stadium

C = Parking at Camden Yards Sports Complex

Pratt = Pratt Street Reg / Show Office

CSL = Charles Street Lobby

Sec = Security/Loading Dock Gate



Directions to Staging Lot H at M&T Bank (Ravens) Stadium

*For GPS Users, the Staging Lot address at M&T Bank Stadium is: 1200 South Sharp Street
Baltimore, Maryland 21230*

***Parking Information:** If you need to park your vehicle after leaving the convention center either for the day or overnight, are not staying overnight or have an oversized vehicle, we have included daily and overnight parking rates, a map and directions to Lot C at Oriole Park on pages 16 and 17*

Follow the directions below or use this [Google Maps Lot H Quick Link](#)

From the North or South on I-95

- **Follow signs on I-95 for Exit 53**, I-395 North (Downtown)
- Once on I-395 North, **keep in right two lanes** (follow sign for Russell St./MLK Blvd.)
- **Take the Russell St. exit**
- **Turn Left** at flashing light (bottom of exit ramp) and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

From the North on I-83

- **Take I-83 southbound** into the city to the 3rd traffic light (Lombard St.)
- **Turn right onto Lombard St.** and continue to the 10th traffic light (Howard St.)
- **Turn left onto Howard St.** and continue until the 3rd traffic light (Conway St.)
- **Turn right** into the ballpark at Conway St.
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

(Continued Next Page)

From the South on I-295 (Baltimore/Washington Parkway)/ Russell St.

- **Take I-295** / Russell Street north past the ballparks
- **Turn right onto Camden Street** and continue until it ends (Howard St.)
- **Turn right onto Howard St.** (keep right) and continue to the next traffic light (Conway St.)
- **Turn right** into the ballpark at Conway St.
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot

Staging Lot Shuttle:

MANTS runs a free shuttle all week from Monday through Friday. The shuttle times are listed in the Shuttle Schedule for Exhibitors in this manual as well as on the schedule of events for Tuesday – Friday. During Move-in and Move-out, the shuttle runs the following circular route:

- Staging [Lot H](#) at M&T Bank (Ravens) Stadium
- Parking [Lot C](#) at Camden Yards Sports Complex
- Baltimore Convention Center (2 stops) Pratt Street Lobby Registration Entrance and the Public Safety (Security) / Loading Dock Entrance

Parking your Vehicle:

See Page 16 for directions and daily and overnight parking rates for Lot C located across the street from the convention center at the Camden Yards Sports Complex.



*Directions from Staging Lot H at M&T Bank (Ravens) Stadium
to the Baltimore Convention Center*

For GPS Users, the Convention Center address is: ***1 West Pratt Street
Baltimore, Maryland 21201***

Follow the directions below or use this [Google Maps BCC Quick Link](#)

- Go Straight out of [Staging Lot H](#) onto West Street
- **Turn Left** onto Leadenhall Street at the first intersection
- **Turn Left** onto West Hamburg Street at second stop sign
- Go Straight on West Hamburg Street over the bridge (Ravens Stadium will be on your left) and get into your Right Lane
- **Turn Right** at light onto Russell Street (CAUTION: an immediate right will put you on Interstate 395, so cross over this entrance ramp before turning right onto Russell Street)
- Get into right lane and drive past Oriole Park and West Camden Street
- **Turn Right** onto Pratt Street and stay in right lane
- **Turn Right** onto Charles Street (Charles Street is after Eutaw, Howard, Sharp and Hanover Streets)
- **Turn Right** into Convention Center Security

*Directions from the Baltimore Convention Center to
Staging Lot H at M&T Bank (Ravens) Stadium*

For GPS Users, the M&T Bank Stadium address is: ***1200 South Sharp Street
Baltimore, Maryland 21230***

Follow the directions below or use this [Google Maps Lot H Quick Link](#)

- **Turn Right** onto Charles Street out of Convention Center Security
- **Turn Right** onto Conway Street and get into right lane
- Go through second light across Howard Street and over the rail tracks into Oriole Park at Camden Yards
- **Bear Left** and go to second stop sign
- **Turn Right**, go through flashing red light and get into left lane
- **Turn Left** onto Russell Street and get immediately into right lane (Look for signs to Stadium Lots and F, G, H Lots. CLS Electric Supply and Staples are on your right)
- **Go through light** at Hamburg Street and **Bear Right**, following signs to F, G, H Stadium Lots and get into left lane
- **Turn Left** at stop sign/dead end, which is Ostead Street, but not marked
- Proceed over bridge to a light and **Turn Left** onto South Sharp Street
- Go one block to West Street and **Turn Left** into staging lot



*Directions for Leaving the Baltimore Convention Center
and going to I-95 (N & S) and I-83 N*

Directions to I-95 North and South

*** Please note that by using the route to I-95 South below, you may also access Routes 395, 295, 195, 695 and 97 by getting onto I-95 South and following the signs*

- **Exit the Tunnel from the Baltimore Convention Center**; you will be on Conway Street heading East toward the Inner Harbor
 - **Stay on Conway Street** and go to your second light (which is Light Street)
 - **Take a RIGHT onto Light Street**
 - **Go past the InterContinental Harbor Court Hotel** and through the light at West Lee Street, both of which are on your right
 - **Merge into the left-hand lane**
 - **Turn LEFT onto the Key Highway** (which looks nothing like a highway and passes through a commercial and a high rent, high rise district). There is a gas station and convenience store along this route
 - **Follow the Key Highway to I-95 North and South**
-

Directions to I-83 North

- **Exit the Tunnel from the Baltimore Convention Center**; you will be on Conway Street heading East toward the Inner Harbor
- **Stay on Conway Street** and go to your second light (which is Light Street)
- **Take a LEFT onto Light Street**
- **Get into the Right Lane immediately**; the Inner Harbor Pavilions will be on your right
- **Bear Right onto Pratt Street** and move to the center lane
- **You will crossover** Calvert Street, South Street, Commerce Street and S. Gay Street. The Inner Harbor and Aquarium will remain on your right.
- **After you Pass Commerce and Gay Streets, Merge into the Left Turn Lanes** (there are two)
- **Take a LEFT onto President Street** and you will run directly into 83 North in three blocks.

Drive Safely and Thank You for Visiting MANTS

Selling and Buying of Booths at MANTS – Guidelines

The selling and buying of booths containing green goods at green industry trade shows, including MANTS, has long been a common practice. It is an opportunity that benefits both the seller and the buyer. Despite the obvious mutually beneficial features of this, there are almost always complaints, primarily from buyers, about the unauthorized or accidental removal of purchased green goods from designated and properly tagged lots of purchased items.

MANTS is not and will not be held responsible for any plant material that is removed by mistake or perceived to be stolen from exhibits during move-out.

For the benefit of all concerned, below are the recommended guidelines that show management and our contracted partners suggest you follow in order to protect the integrity of the booth selling/buying process:

- At least one person per company that wishes to buy booths **must** be registered as an “Attendee Post-Show Buyer.” This registration occurs through the normal MANTS badge registration process.
- The buying and selling of booths and their contents is a transaction between the seller and buyer only. Therefore, the responsibility for the goods being sold and bought lies solely with these two parties. **Sellers must give buyers a receipt for the purchase of any and all booths;**
- We strongly recommend and encourage exhibitors to have someone remain with sold booths until they are moved out. If you sell or giveaway your booth, please pass this information onto your buyer. **MANTS cannot and will not be responsible** for anything that is left unattended after the show closes;
- As a service to our exhibitors, MANTS provides colored ribbon and tags with wire which exhibitors must use to designate whether a booth has been donated (green ribbon) or sold (orange ribbon) and to whom specific goods belong (write name and tag each item). These ribbons and tags are available at the Shepard service desk at the back of [Hall D](#) beginning at 12:00 pm on the last day of the show;
- **Important Reminder: NO BOOTHS MAY BE WRAPPED in colored ribbon prior to the 2:00 pm close of the show on Friday.** MANTS show management reserves and has previously exercised the right to remove exhibitors from future shows for non-compliance. **We regard early departure from the show as a very serious and unnecessary violation of show rules;**
- Regarding Move-Out and the coordination of the staging lot at M&T Bank Stadium, MANTS makes every effort to get exhibitors over and into the convention center to move-out before buyers and those who pick-up donated green goods. Vehicles are moved to the center as space becomes available at the loading dock and in the halls on the show floor, which is why there is a wait involved at the lot. We take this responsibility very seriously and while no system is perfect, please know that we are making every effort to service our exhibitors first;
- Please report IMMEDIATELY, any issues regarding move-out to a MANTS show representative or floor crew, so that we are aware of and may address the situation as quickly as possible.

ALL Buyers must send their vehicles/drivers to Staging Lot H at M&T Bank Stadium to obtain a Staging Lot Security Pass. NO Vehicles may enter the Convention Center without a Staging Pass. Thank You.



Post Show Cleaning Instructions

Exhibitor Compliance with the following request is essential. MANTS has long partnered with our exhibitors and accepted the responsibility for the cleaning of the halls.

MANTS still contracts, at considerable expense, to have the halls swept and cleaned and continues to rely on our exhibitors to assist us in keeping cleaning expenses controlled by using the large dumpsters for trash placed in the halls during move-out. Please police your area as you wait to move out and if you are amongst those who “*drop and run*” when the doors close, please use the trash cans in your booth and the surrounding areas to assist with this clean-up effort.

The MANTS show staff has forklifts available to haul anything heavy to the dumpsters. You can help us by putting any loose items on pallets. MANTS has and will bill non-compliant and/or negligent exhibitors for cleaning services and MANTS reserves the right to deny violators participation at future shows for gross violations of this policy.

Exhibitors are responsible for:

- **Removing and discarding** all unwanted plants and exhibit materials from their booths. Do not leave anything behind; (sell, donate, take it home or give it away after the show closes) but you must make the necessary arrangements, or you will be billed and not allowed to return to MANTS.
- **Removing all concrete and stone items;** Interested in donating pavers, stone, or other “hard good” items? The Baltimore Convention Center may accept your donations and either recycle or donate to a Baltimore or MD-based non-profit. Please e-mail donate@bccenter.org to arrange to have these items donated. All items must be approved and must be placed on a pallet for transportation. If items are not approved or palletized, there may be additional charges for abandoning your booth. Otherwise, exhibitors are responsible for removing all concrete and stone items.
- **Using the dumpsters provided by MANTS** to dispose of trash.
- **Having someone remain with sold booths until they are moved out.** MANTS cannot and will not be responsible for anything that is left unattended after the show closes or for any material that is removed by mistake or perceived to be stolen from booths during move-out. If you sell or giveaway your booth, please pass this information onto your buyer(s).
- **Provide a Receipt for Sold Booths:** Sellers must provide buyers with a receipt for all booth purchases. It is recommended that all receipts include a business card and/or cell phone number to help us resolve discrepancies. Green goods may be restricted from leaving the center in cases where discrepancies cannot be resolved in good faith.

Any exhibitor who wishes to donate plants may do so by filling out the plant donation form and bringing it to the show office. These forms are available at the show office and the Shepherd Decorating service desk in Hall D. MANTS works with many non-profit groups who request to participate in the plant donation program. Make sure you receive a receipt for your donation. As in the past, this donation applies to plant material only.

If you have questions regarding our cleaning policy, please see the MANTS Floor Manager, Charlie Blocher, a MANTS floor staff representative, or come to the show office. Your cooperation is greatly appreciated and benefits everyone. Thank you.

2023 Exhibitor Forms

(Whenever possible exhibitors are encouraged to use the available online resources and links for ordering through our many allied business partners. However, we have included printable PDF forms for those who prefer paper or are technology adverse)

Conference Room Request

MANTS gets many requests for the use of conference rooms during the show. However, it is MANTS policy not to allow meetings to be held on-site during show hours. Rooms may be reserved, and meetings held, with show management approval, on show days from 6 a.m. until 9 a.m. or after the show closes at 5:00 p.m. There is no charge for the use of conference rooms, and requests will be handled on a first-come, first-served basis. **Requests must be submitted by Monday, December 11, 2023.**

Please provide the information requested below by PRINTING accurately and legibly:

Company/Meeting Name: _____

Meeting Contact Name: _____

Contact E-Mail Address: _____ Phone: _____

On-Site Contact Name and Cell #: _____

Meeting Day / Date / Time: _____

Expected Meeting Attendance: _____

Room Configuration (*theater, board, classroom, u-shaped, etc.*): _____

About catering for your event - Companies hosting events during MANTS are responsible for coordinating and ordering through [Sodexo Live!](#) all meeting amenities, including catering. Sodexo Live! may be contacted by calling Marsha Pratt-Davis at 410-649-7009 or marsha.pratt@sodexo.com MANTS assumes no responsibility or liability for catering arrangements.

About Audio/Visual Equipment - An order form for Projection Presentation Technology is available [here](#) or you may contact them directly at 410-649-7314.

About Event Signage – All signage must be pre-approved by MANTS. Please e-mail sign art to info@mants.com. We will provide a local contact for your sign needs upon request. Event signage must be provided and placed by the hosting company.

Submit this form via e-mail to info@mants.com or by fax to 410-296-8288.

Date Received

For MANTS Office Use Only

Room Assignment: _____

Assigned by: _____

MANTS 2023 Address Label Order Form

Please **circle** the label or USB set(s) you wish to order below:

<u>Category</u>	<u>Count</u>	<u>Label Cost</u>	<u>USB Cost</u>
<i>All 2023 Attending Companies</i>	3,452	\$775.00	\$925.00
<i>Allied Product Supplier / Distributor</i>	229	\$59.50	\$77.85
<i>Arboriculture</i>	125	\$32.50	\$42.50
<i>Consulting Services</i>	315	\$81.90	\$107.00
<i>Education</i>	174	\$45.25	\$59.15
<i>Equipment Dealer / Manufacturer</i>	101	\$26.25	\$34.30
<i>Garden Center</i>	1,150	\$299.00	\$391.00
<i>Greenhouse Grower</i>	591	\$153.65	\$201.00
<i>Irrigation Specialist</i>	174	\$45.25	\$59.15
<i>Landscape Architect</i>	450	\$117.00	\$153.00
<i>Landscape Contractor / Maintenance</i>	1,410	\$366.60	\$479.40
<i>Landscape / Hardscape Supplier</i>	512	\$133.00	\$174.00
<i>Landscape / Interiorscape Designer</i>	579	\$150.50	\$196.85
<i>Lawn Maintenance</i>	445	\$115.70	\$151.30
<i>Non-Profit / Gov't Organization</i>	365	\$94.90	\$124.10
<i>Nursery Grower / Wholesaler</i>	1,007	\$261.80	\$342.35
<i>Press / Media / Garden Writer</i>	101	\$26.25	\$34.35
<i>Professional Grounds Maintenance</i>	517	\$134.40	\$175.75
<i>Transportation Services</i>	45	\$11.70	\$15.30

PLEASE **CHECK** ONE OF THE FOLLOWING. Print Labels: _____ Alphabetically; or _____ by Zip Code
(If A Selection Is Not Made, Labels Will Be Sorted by Zip)

You must complete the contact and payment information section below to receive your labels. Please add \$9.75 to your order for Priority Mail Shipping for U.S. based orders and \$30.35 for all orders outside the U.S. See reverse for postage details and faxing / mailing instructions.

Company Name: _____

Contact Person (PLEASE PRINT): _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email Address: _____

_____ Please charge my credit card \$_____ for our MANTS Order _____ Master Card _____ Visa

_____ Enclosed is a check for the amount of \$_____ for our MANTS Order

Credit Card No: _____ Expiration Date: _____

Security Code: _____ (3 digits on back of Visa or MasterCard)

Card Billing Address (if different from above): _____

Signature: _____ Print Name: _____

See Reverse Side for Additional Important Ordering Information

*** No matter how many sets you order, your entire cost will not exceed the full USB cost of \$925.**

PLEASE NOTE: LABEL FILES CANNOT BE E-MAILED.

DO NOT E-MAIL CC INFO

For security reasons, you are encouraged not to e-mail this form with credit card info.

ORDER ONLINE

To order online, please use the link contained in our February e-mail. Or contact Kelly at kelly@mants.com or call 410-296-6959 to have the link sent to you.

FAX AND MAILING INSTRUCTIONS

Fax this form with your credit card info to 410-296-8288. Or, mail it with your check or credit card info to: MANTS Address Labels • PO Box 818 • Brooklandville, MD 21022

POSTAGE COSTS

Postage: ALL orders are shipped using USPS Priority Mail. Please add \$9.75 to your order for Priority Mail Shipping for U.S. based orders and \$30.35 for all orders outside the U.S. These are the minimum USPS charges for Priority Mail and any shipping cost difference will be paid by MANTS. For rush orders using FedEx, UPS, or USPS Xpress, please call for costs.

Plant Donation Form

I/We wish to donate the plant material listed below to one of the MANTS-approved non-profit agencies. I understand that only plant material and no hardscape goods may be donated. I will provide a receipt for the donee.

Please submit forms by Monday, December 11th, or bring them to the show office beginning Monday, January 8, 2024.

Please Print (accurately and legibly):

Firm Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Approximate number of plants (evergreens, shrubs, trees) being donated: _____

Contents being donated: _____

My Booth Number(s): _____

Authorizing Signature: _____

(by signing this form, I verify that I have read and will comply with the information below)

Please Print Signed Name above: _____

Mail this form to: MANTS
Plant Donations
P.O. Box 818 Brooklandville, MD
21022

Or, Fax this form to: 410-296-8288

Questions? Please call us at 410-296-6959 / After January 5th, please come to the Show Office.

*** As a service to our exhibitors, MANTS provides colored ribbon and tags with wire which exhibitors must use to designate whether a booth has been donated (green ribbon) or sold (orange ribbon) and to whom specific goods belong (write name and tag each item). These ribbons and tags are available at the Shepard Expo Services booth at the back of Hall D beginning at 12:00 pm on the last day of the show.*

Important Reminder: NO BOOTHS MAY BE WRAPPED in colored ribbon prior to the 2:00 pm close of the show on Friday. MANTS show management reserves and has previously exercised the right to remove exhibitors from future shows for non-compliance. We regard early departure from the show as a very serious and unnecessary violation of show rules and we appreciate your cooperation.

Wireless Internet Order Form

Wireless Internet Service is available, but you must order directly through MANTS.

Cost: \$180 per connection, if you order by Monday, December 11th

After Monday, December 11th all orders must be placed onsite at the MC Dean Service desk in [Hall D](#) for \$375 per connection.

If you have any questions regarding wireless internet service, please call us at 410-296-6959 or email us at info@mants.com.

Contact INFO -----

Company Name: _____

Contact Person (PLEASE PRINT): _____

Booth #(s): _____ Email Address: _____

Address: _____ City: _____

State: _____ Zip: _____ Telephone: _____

PAYMENT INFO -----

_____ Enclosed is a check in the amount of \$ _____

_____ Please charge my __ Master Card __ Visa in the amount of \$ _____

Credit Card No: _____ Expiration Date: _____

Security Code: _____ (3 digits on the back of Visa or MasterCard)

Card Billing Address (if different from above): _____

Signature: _____ Print Name: _____

Please fax this form with your credit card info to 410-296-8288. Or, mail it with your check or credit card info to: MANTS • PO Box 818 • Brooklandville, MD 21022

INTERNET-TELECOM SERVICE AGREEMENT

EVENT:		EVENT DATES:	
EXHIBITOR NAME:	MOVE IN DATE:	ONSITE CONTACT/CELL#:	BOOTH/ROOM:
COMPANY BILLING NAME:	BILLING ADDRESS:		
CONTACT:	PHONE:	EMAIL ADDRESS:	

*** Advance rates are applied to orders received WITH PAYMENT 21 days prior to the first show move-in date**

SERVICES	QTY	ADVANCE*	STANDARD	TOTAL
Internet, Wired Shared Network Services - Best for Web Surfing, Email, and Social Media				
1. Basic Shared Wired Internet Service (up to 2 Mbps + 1 DHCP IP address)-Covers 1st device		\$795	\$1,125	
2. Additional DHCP IP Address per Device-Covers additional devices		\$135	\$165	
Internet, Wireless Shared Network Services - Good for Web Surfing, Email, and Social Media				
3. Wireless Internet Access - First Device (Up to 5 Mbps)		\$735	\$895	
4. Wireless Internet Access per Each Additional Device (Up to 5 Mbps)		\$135	\$165	
5. Wireless Internet Buyout (From 100 to 7,000 Devices)	Call (410) 649-7097 for a quote			
Internet, Wired Dedicated Network Services - Best for Video Streaming, Web Casting, and Video Broadcasting				
1. Dedicated wired, 5 Mbps + 5 static or DHCP IP addresses		\$3,395	\$4,225	
2. Dedicated wired, 8 Mbps + 13 static or DHCP IP addresses		\$5,850	\$7,300	
3. Dedicated wired, 12 Mbps + 29 static or DHCP IP addresses		\$7,850	\$9,800	
4. Dedicated wired, 15 Mbps + 29 static or DHCP IP addresses		\$9,850	\$11,650	
5. Dedicated wired, over 15 Mbps	Call (410) 649-7097 for a quote			
Internet, Other Network Services/Equipment				
1. Switch Rental - unmanaged 8 Port 16 Port 24 Port		\$220	\$260	
2. Patch Cable (25' - 50' Cat 5)		\$45	\$60	
3. VLAN/Shared or Non-Shared		\$375	\$375	
4. Cable TV - Comcast (per connection)		\$315	\$470	
5. Technical Support (per hour with min 1 hour charge)		\$80	\$80	
Telephone Services				
1. Single Analog Line with Unlimited Local Services		\$315	\$415	
2. Polycom Conference Phone		\$110	\$160	
3. Dedicated Analog Line (best for Credit Cards & Modem Services)		\$325	\$425	
4. Multi Line/Digital Line with Unlimited Local Services (PBX service dial "2" for outside line)		\$395	\$475	
5. Long Distance Capability? Yes No (indicate Qty. of lines with LD)		\$0.28 per minute		
6. Telephone Handsets Required? Yes No		free of charge		
7. Voice Mail (per line)		\$20	\$20	
8. Call Forwarding (per line)		\$5	\$5	
9. Call Waiting (per line)		\$10	\$10	
10. ISDN BRI Line		\$645	\$795	
<ul style="list-style-type: none">• Credit card users may fax their orders at 1-877-819-4023 or email to nathaniel.morgan@mcdean.com• A fee (2.9% + 30 cents) will be applied for all credit card payment processing• Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353-2232• For service and order inquiries please call at 410-649-7097• Inquiries can also be emailed to nathaniel.morgan@mcdean.com		SUBTOTAL		
		6% MD TAX		
		2.9% + \$0.30 CREDIT CARD FEE		
		GRAND TOTAL		

Payment in full is required prior to the event

CREDIT CARD:	CREDIT CARD NUMBER:	EXP. DATE:	SECURITY CODE:
VISA MASTERCARD AMEX		___/___/___	
CREDIT CARD HOLDER NAME:	CREDIT CARD HOLDER SIGNATURE AND ACCEPTANCE OF TERMS AND CONDITIONS:	CARD BILLING ZIP CODE:	DATE:
			___/___/___

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.

[M.C. Dean Terms and Conditions](#)

Terms & Conditions

1. M.C. Dean, Inc. is the exclusive provider of all Internet, Network and Telecommunication services (wired and wireless) at the Baltimore Convention Center.
2. **Orders** – Customer must provide all information necessary for the effective setup/installation of services while submitting the Telecom Order. Failure to provide this information may result in the delay of order processing and/or installation, and may also cause associated costs to revert to the Standard Rates.
3. **Floor Plan** – Customer must provide floor plan with desired placement of ordered services clearly marked. If Order is submitted without a floor plan, services will be installed to the most logical location as determined by an M.C. Dean representative. Relocation of installed services will incur an additional fee per end-connection that is moved.
4. **Service Installation** – Ordered services will most typically be available for use at least four (4) hours prior to show move-in date/time if Order has been submitted properly. M.C. Dean Service Desk will be available during the show move-in. For afterhours emergency please call 1-800-7MCDEAN, option #3.
5. **Internet/Network Services** – Basic Ethernet access to our core services, with shared internet access up to 2 Mbps is provided for each ordered connection and includes one private IP Address. Routers, Proxy Servers, Streaming Appliances, DHCP, NAT or VOIP are not allowed with any of our shared Internet/Network Services. Customer must purchase additional private IP Address(es) for each node/user/device in order to use internet services. Internet speeds may be increased if necessary. Please call for quote.
6. **Wireless Internet** – M.C. Dean, Inc. is the exclusive provider of wireless services at the Baltimore Convention Center which is provided via 2.4 GHz 802.11b/g/n and 5 GHz 802.11a/n/ac standards at a provisioned rate of up to 2Mbps per device connected. The actual available bandwidth will be dependent upon total number of users/devices simultaneously accessing the network at any given time. Wireless Internet, such as 802.11b/g/n can often prove unreliable due to a number of factors, including, but not limited to, the Wi-Fi technology included in most modern mobile devices (Smart phones, mobile Computers, etc.), third-party exhibitor hotspots, use of roaming hotspot technology by attendees, and interference from surrounding facilities. For these and other limiting factors not specified here, M.C. Dean makes no guarantee of performance for Wi-Fi services operating in the 2.4 GHz band, but will provide onsite engineering support to aid in the maximization of performance and end-user experience for Exhibitors/attendees for the duration of the conference. Wireless routers/ access points/ bridges/repeaters not authorized by M.C. Dean are strictly prohibited. Customers that desire to showcase using their types of wireless equipment must contact M.C. Dean 21 days in advance of show move-in to investigate the potential of M.C. Dean engineering a customized cohesive network to operate without interference to other Customers (applicable charges may apply). Due to interference from mobile devices within the confines of exhibition space, it is highly recommended that all Mobile Hot Spots are turned off. No guest are allowed to connect their wireless devices to the Baltimore Convention Center network without prior arrangement. Please contact M.C. Dean, Inc. at 410-649-7099 with your device Name, MAC address, and network SSID, for approval and/or coordination. Failure to provide this information may result in a delay in accessing wireless services. For all critical or higher-demand internet requirements such as video streaming, product demonstrations, presentations, etc., a wired connection it is recommended. Misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment at the discretion of M.C. Dean, **In which, no service refunds will be given.** All wireless access points not previously disclosed and authorized by M.C. Dean are strictly prohibited.
7. **On-Site Technical Support** – M.C. Dean Inc. will provide on-site support during all Conferences experiencing configuration problems. Technical support will be charged to the Exhibitors at the established show rate, with a minimum of 1 hour charge per incident. In the event that an Exhibitor requires technical support, they must sign a form authorizing the support, then signed the closed ticket request acknowledging the work performed and the final amount charged for the service. This amount will be added to the Exhibitor's final bill for telecommunications services. There will be no charge for problems relating to physical connectivity. On-Site Contact: 410-649-7099.
8. **Internet Security** – All customers are responsible to provide their own internet security for all devices. Failure to protect your devices may result in the termination of internet services. Additional Firewall protection services may be available upon request. Please call for quote.
9. **Internet Performance Disclaimer** – M.C. Dean provides no guarantee, either expressed or implied, as to the performance, throughput, routing, nor reliability of core trunk circuits outside of the Baltimore Convention Center.
10. **Long Distance Calls** – Customers must specify in advance of any lines needing Long Distance capability. All lines are otherwise restricted to local only dialing. M.C. Dean will provide a detailed listing of all billable calls made from associated services. Customers are implicitly responsible for any/all long distance calls, to include international, and all other charges associated to their assigned numbers.
11. Any additional cost incurred by M.C. Dean to assist in troubleshooting, diagnosis or problem resolution found not to be the fault of M.C. Dean or collect information required to complete the installation that Customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.
12. Only M.C. Dean personnel are authorized to modify system wiring or cabling. Material and equipment furnished by M.C. Dean for this service contract shall remain the property of M.C. Dean.
13. **Rental Equipment** - Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment in good working condition to the M.C. Dean Service Desk within one hour following close of the show. If provided equipment is not returned in time the customer will be charged a fee of \$100 per device.
14. **Rates** – Advance rates are applied when a fully completed Order with payment is received no later than 15 days prior to the first day of show move-in. Standard rates are applied to all orders received less than 15 days prior to the first day of show move-in, or orders received on or before 15 days of the show first move-in day but missing payment, or orders placed on site or after show has started.
15. **Taxes** – The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill.
16. **Cancellation** – All cancellation requests must be in writing. Oral cancellation requests by phone or in person may also be allowed at the discretion of the M.C. Dean Project Manager. Only cancellation requests received at least 3 days prior to scheduled show move-in will be honored and will incur a minimum \$130.00 or 10% cancellation fee (whichever is greater). Additional charges may also apply for orders that have already incurred processing, labor, material, and/or engineering costs. **Some specialized broadband services and/or customer-specific services cannot be cancelled once ordered and will continue to be billed at the listed, agreed-to rate. *Credit will not be given for service(s) installed and not used.*
17. ***ALL SUSPECTED SERVICE-RELATED ISSUES MUST BE REPORTED TO THE M.C. DEAN SERVICE DESK OR OTHER M.C. DEAN REPRESENTATIVE***. NO service claim not filed in writing by Customer prior to close of show will be considered.
18. Prices are based upon current rates and are subject to change without notice.
19. **Payment-in-Full must accompany Order.** Credit Card users may fax their orders to 1-877-819-4023 or email them to BCC_support@mcdean.com. Credit card charges may appear as "M.C. Dean" or "OpenBand". As a convenience, original credit card authorization will be used for additionally incurred charges as well.
20. Any unpaid balance at close of show will incur a 1 %/month service charge monthly or 10\$ minimum. Additionally any further collection costs and fees will be the responsibility of Customer.
21. M.C. Dean accepts payment in U.S. Dollars, in the form of Cash, Checks, Wire Transfers, or any of the following Credit Cards: Visa, MasterCard, AMEX, or Disco. Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353-2232, Attention: Martin Husbands.
22. For convenient online ordering, please use <http://bcc.mcdean.com>. For service and order inquiries please call 410-649-7097.
23. Due to the cost of processing checks, refunds due in the amount of \$35.00 or less will not be refunded except upon written request.

EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

*Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Computers & Accessories

Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$500	\$600	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$550	\$660	\$
Wireless Keyboard & Mouse Set		\$100	\$120	\$
Computer Audio Speakers		\$100	\$120	\$
Wireless Slide Advance Remote		\$80	\$100	\$

Computer / Video Flat Panel Displays

Equipment	Qty	Advance Rate	Standard Rate	Total
24" 4K / HD LCD: 1280x1024 Resolution Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount		\$500	\$600	\$
32" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$700	\$840	\$
42" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$900	\$1080	\$
48" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1100	\$1320	\$
55" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand		\$1300	\$1560	\$

Video Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Professional Digital Video Disc Player: with repeat function Please check / circle stand <input type="checkbox"/> USB Media Player <input type="checkbox"/> DVD / Blu-Ray <input type="checkbox"/> DVD - Region Free		\$250	\$300	\$

Audio Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset		\$350	\$425	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$540	\$650	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$740	\$890	\$

Miscellaneous Equipment

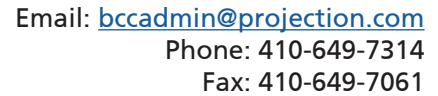
Equipment	Qty	Advance Rate	Standard Rate	Total
4,200 Lumen HD LCD Projector: 1920 x 1080 resolution		\$1100	\$1325	\$
Projection Support Package: Includes Tripod Screen, Bottom Skirt, AV Cart, Video Cables, Power Cables		\$260	\$315	\$
Tripod Screen with skirt: <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'		\$130	\$155	\$
Monitor (AV) Cart with skirt: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54"		\$70	\$85	\$
Monitor Floor Stand Shelf		\$125	\$150	\$

Equipment Rental Subtotal

\$

Booth Number

projection



Totals	
1) Equipment Rental Sub Total: from page 1	\$
2) Maryland State Sales Tax: 6.00%	\$
3) Equipment Set / Strike: 30% of Equipment Total or \$140 flat fee - whichever is greater.	
** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.	\$
4) Order Total:	\$

Order Instructions	

Customer / Exhibitor Information	
----------------------------------	--

Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
	On-Site Contact Cell Phone:

***A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.
Please note that equipment will not be left / set up in an unattended booth.***

Payment Information	
---------------------	--

Company Name:		Billing Address:		
Name on Credit Card:		City:	State:	ZIP:
Card Type:	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX	Card Number:		
Authorized Signature:		Card Expiration: MM / YY Security Code:		

Remit Payment To

Complete this form
and return for order confirmation
By Email: bccadmin@projection.com
By Phone: 410-649-7314
By Fax: 410-649-7061

EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #:

ORDER INSTRUCTIONS



ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

Advance Payment Deadline Date: 12/20/23

EXHIBITOR:		BTH #	
EVENT:	MANTS 2024		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	January 10-12 2024	EVENT # 014003BA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT



The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201

Phone: (410) 649-7321 Fax: (410) 649-7327

Baltimore@edlen.com

Advance Payment Deadline Date: 12/20/23

EXHIBITOR:		BTH #	
EVENT:	MANTS 2024		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	January 10-12 2024	EVENT # 014003BA	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

JPMorgan Chase

Routing #: 322271627 Acct #: 789835573

Account Name: Edlen Electrical Exhibition Services, Inc

The financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ BANK WIRE TRANSFER INFORMATION *

Domestic & International JPMorgan Chase

Routing #: 021000021 Acct #: 789835573

Reference Address: 383 Madison Ave

New York, NY 10017

Swift Code: CHASUS33

Account Name: Edlen Electrical Exhibition Services, Inc

* \$50 processing fee **MUST** be included with transfer.

* Reference the Event # listed above and your Booth # on all electronic payments.

☐ MANUAL ORDER PROCESSING FEE *

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ www.edlen.com

☐ CREDIT CARD

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER

The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201

Phone: (410) 649-7321 Fax: (410) 649-7327

Baltimore@edlen.com

E ☐ M ☐**Advance Payment Deadline Date: 12/20/23**

EXHIBITOR:		BTH #	
EVENT:	MANTS 2024		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	January 10-12 2024	EVENT #	014003BA

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation and (1/2) hour removal charge. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.
CANCELLATIONS Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

120 VOLT Exhibit Halls A-G, Ballroom & Mtg Rms.	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)	_____	_____	110.00	140.00	_____
1000 WATTS (10 AMPS)	_____	_____	135.00	170.00	_____
1500 WATTS (15 AMPS)	_____	_____	180.00	260.00	_____
2000 WATTS (20 AMPS)	_____	_____	205.00	275.00	_____

Please call for information on any services you require that are not listed here.**PLUMBING SERVICES—LABOR INCLUDED**

Fill Drain 1-100 Gallons	_____	_____	145.00	189.00	_____
Fill Drain 101-200 Gallons	_____	_____	204.00	285.00	_____
Fill Drain 201-500 Gallons	_____	_____	325.00	455.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	27.00	_____
POWER STRIP	_____	27.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	
PRINT NAME:		
EMAIL:	PHONE:	

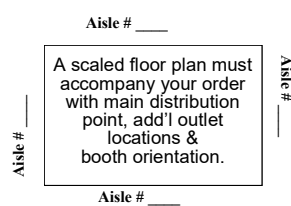
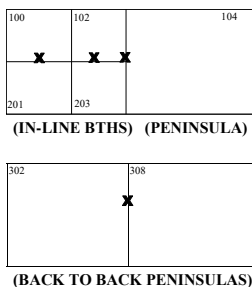
120/208/480V.V2.BA.04_21_PG

TERMS & CONDITIONS

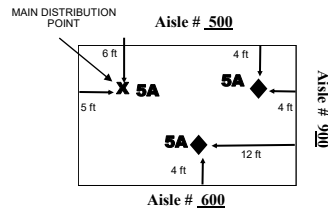
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

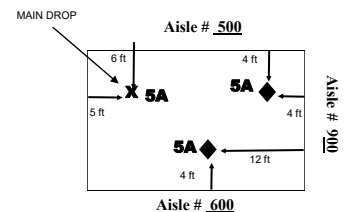
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 12/20/23



ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	MANTS 2024		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	January 10-12 2024	EVENT # 014003BA	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 12/20/23**

The Power People

ELECTRICAL EXHIBITION SERVICES

One West Pratt Street, Baltimore, MD 21201

Phone: (410) 649-7321 Fax: (410) 649-7327

Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	MANTS 2024		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	January 10-12 2024	EVENT #	014003BA

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- A. Describe flooring: _____
- B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.**6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.**

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$99.00	
		OT	\$148.00	
		LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$260.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 12/20/23



The Power People

ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	MANTS 2024		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	January 10-12 2024	EVENT # 014003BA	

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS

Labor Minimums Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.

Straight Time Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.

Overtime Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

BOOTH LABOR ESTIMATE

MAN HRS	RATE	TOTAL
ST	\$99.00	
OT	\$148.00	

LIFT RENTAL

HOURS	RATE	TOTAL
	\$260.00	

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 12/20/23



ELECTRICAL EXHIBITION SERVICES
One West Pratt Street, Baltimore, MD 21201
Phone: (410) 649-7321 Fax: (410) 649-7327
Baltimore@edlen.com

EXHIBITOR:		BTH #	
EVENT:	MANTS 2024		
FACILITY:	BALTIMORE CONVENTION CENTER		
DATES:	January 10-12 2024	EVENT # 014003BA	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. There is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$99.00	
OT	\$148.00	

ESTIMATED TOTAL	
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TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	
DATE:	

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
24. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
25. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information visit our website @ www.edlen.com
or call the number on the Plumbing Order form

MANTS 2023

January 10-12, 2024



ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

12/20/23

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-Baltimore@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

1 West Pratt Street, Baltimore, MD 21201

410.649.7321 • baltimore@edlen.com • www.edlen.com



XPress Connect App

Turn your phone or tablet into the most powerful lead collection solution available. Download the app to your Apple or Android devices and start collecting high quality prospect profiles. Scan, qualify and follow-up all from the device you know best—your own.



Top Features



Literature Fulfillment

Email links quickly with all the information customers and prospects request.



Custom Qualifiers

Customize your qualifying questions and responses to build full prospect profiles.



Instant Email Follow-up

Follow-up with hot prospects who visit your booth.



Notes

Add free-form text notes to leads by typing or speaking the information.



Schedule Appointments

Set up follow-up meetings with leads and close more deals.



VIP Alerts

Receive a text alert when anyone you identify as a VIP enters your booth.



Sales Text Alerts

Send instant text alerts to your sales team when prospects enter your booth.



Exhibitor Portal

Access leads, analytics, instructions, and best practices online all the time.

Easy and Compatible

The XPress Connect App is available in the App Store and Google Play for use on your mobile device and runs on Apple iPhone 6 and newer and Android version 5.0 or greater. Scan badge QR codes using your device's camera. Some functionality such as follow-up requires connectivity. Offline mode keeps your running in all situations until you can connect and sync up for full information.

Happy Customers

We think XPress Connect is the best lead retrieval available, and our customers agree:

"I have never had a better supplier representative for a tradeshow service."

- Allied Machine and Engineering Corp

"Worked like a dream. Best lead retrieval device ever. Very fast and I've dealt with a lot of them."

- Atlas

"I think it's indispensable. I think if someone doesn't get it, they're crazy!"

- Global Packaging Group

Give Our App a Test Drive

Give the app a try for free and learn more with a video and portal education center.

FREE Demo App



Video Tutorial



XPress Leads Portal



Order Today and don't miss a single lead:

www.xpressleadpro.com



XPress Connect App Demo

The CDS XPress Connect App turns your Android or iOS phone or tablet into a full-featured, state-of-the-art lead retrieval device.

Try the industry-leading app for free and experience its full range of features. Follow the steps below to check it out.

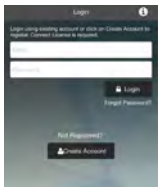
Get Started



Download the App

SEARCH for "CDS XPress Connect" in the App store.

DOWNLOAD the App to your device.



Create Your Account

Each XPress Connect App user must create their own account using a unique email address and password on their device.

Activate the Demo



Add a License

After setting up your account, you will be brought to the Licensing screen. Either scan a QR code below, or enter the license key.

Qualifiers



License Key:

922CB78C18FC4C1

Survey Questions



License Key:

4B6F6A7A864842B

Navigating the App

Although packed with features, getting around the XC App is very intuitive. Use the navigation across the bottom of the app to access the major features. Use the on-screen links to perform tasks and to interact with leads.

Lead Detail Screen

Time and date stamp

Name, company, badge

Contact title
Address
Phone
Email

Print lead

Rate this lead

Send email follow-up

Forward lead

Add image

Schedule appointments

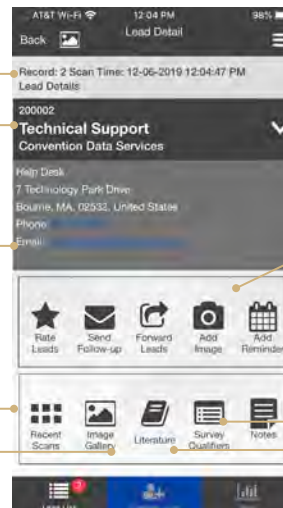
Review recent leads

Image count

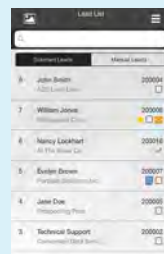
Type or record notes

Surveys and qualifiers

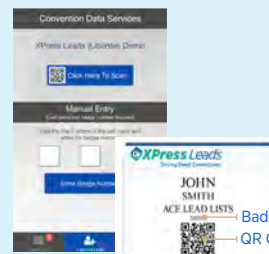
Literature Fulfillment



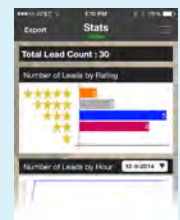
Search and sort your full **Leads List**



Scan badge QR codes or enter IDs to **Collect Leads**



Review your success in the **Stats** section



Order Today www.xpressleadpro.com

App Demo **Sample Badges**

The demo license will only scan the sample badges below. A valid license must be purchased for each event.



TECHNICAL
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OLIVER
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