

**US TRADESHOWS:** FWCI is pleased to have US Tradeshows as the official exposition company again this year. The Exhibitor Services Kit will be emailed to you approximately 60 days prior to the conference.

**PORTER SERVICE:** FWCI will provide porter service for you while you are exhibiting at the conference. FWCI will hire staff to pick up the empty boxes left from your giveaway items. Simply break down your boxes and a staff member will come by your booth periodically to pick them up from you and move them to the trash receptacles located outside.

**EXHIBITOR UNLOADING:** This section is designed to inform you of what to expect when you arrive at the Marriott to set up your exhibit. Please make sure your on-site booth personnel know their unloading options. There are three options to utilize for moving your booth materials into the exhibit hall. They are listed in order of ease.

1. Pre-ship your booth materials to US Tradeshows. When you arrive on Sunday, they will be waiting for you in your designated booth space. Order this service through the exhibitor services kit, which you will be receiving shortly.
2. Utilize US Tradeshows Curbside Unloading Service. US Tradeshows will provide curbside unloading/porter service this year to all exhibitors who drive in and bring their booth materials with them. US Tradeshows will unload each vehicle and transport all of your items to you booth for a fee of \$20 per cart load. Each additional cart load will result in an additional \$20 fee. US Tradeshows will also store your “empties” for you as part of this service. US Tradeshows Curbside Unloading will be available on Sunday, August 21<sup>st</sup> from 12:00 – 5:00 p.m. Just follow the "Cart Service" signs to the designated unloading area located at the back of the hotel. This is the best way for you to unload your booth materials, as **the bellmen of the Marriott will not be allowed to enter the exhibit hall** with their carts. To take advantage of this service, please notify US Tradeshows through the exhibitor services kit, which you will be receiving shortly, and pay for the service upon your arrival.
3. Self-unload your vehicle via the parking garage. The only area available to unload will be the parking garage. **You must bring your own cart.** This is not a very convenient unloading destination, but it is the only available option should you choose to unload yourself due to traffic constraints. I encourage options 1 and 2 for your own ease.

We appreciate your support and look forward to your participation in the conference. If you have any questions, please feel free to contact me at (850) 425-8186 or [cathy@fwciweb.org](mailto:cathy@fwciweb.org).

Sincerely,



Cathy Bowman  
Exhibit Coordinator  
FWCI