

BECOMING AN EXHIBITOR (CONT'D)

NEW!

General questions regarding any services provided by **Hargrove, Inc.**, (carpet, furniture rental, custom signage, shipping, material handling and labor), should be directed to the Exhibitor Service Department listed below:

Hargrove, Inc.
One Hargrove Lane
Lanham, MD 20746
301-731-2507
customerservice2@hargroveinc.com

Below, please find some sample charges for advance orders through Hargrove, Inc, of commonly ordered booth furnishings (Based on 2009 rates):

10'x10' Carpet: \$176
(includes pre-show vacuuming!)
6' draped table: \$109
Side chair: \$59
Wastebasket: \$18

Please note—all booths must be carpeted and carpet is NOT included with booth fees.

ONLINE EXHIBITOR SERVICE CENTER

The online Exhibitor Service Center (ESC) is a resource provided for all contracted exhibitors to help aid in their preparation for the Springtime Expo. Exhibitors can use the ESC at their convenience to get information from show management and all official contractors. The ESC allows exhibitors to update their company information for display on the Springtime Expo website and in printed directories. It also provides easy access to order forms for all services needed at the show: carpet, furniture, electricity, floral, and more. Exhibitors will receive a link and unique login to the ESC and from there, information is available at the click of the mouse.

EXHIBITOR DIRECTORY UPGRADES

Make your listing in the exhibitor directory stand out with the addition of your logo or a logo plus 50-word company description. The reader's eye will naturally focus on YOU!

Email springtime@asaecenter.org for details.

Full color logo plus 50 word description: \$400

PROMOTING YOUR PARTICIPATION

The key to success at any trade show is pre-promoting your company's participation. How else will your clients and prospects know where to find your booth? Pre-promoting is easy when you order a mailing list—available to Springtime Expo exhibitors only.

- Pre-show mailing list: \$495 (includes all 2009 attendees plus additional ASAE & The Center meeting planner members)*
- ASAE & The Center Washington DC area members mailing lists: \$695*
- Pre-show and ASAE & The Center Washington, DC area members mailing lists: \$795*
- Post-show mailing list: \$495*

* Includes free post-show mailing list.

OFFICIAL GENERAL SERVICES CONTRACTOR

Hargrove, Inc., is our designated general service contractor for the Springtime Expo (see sidebar at left). All contracted exhibitors will receive the Hargrove online ordering system website link as well and will be able to complete and submit Hargrove forms right online, view the Exhibitor Service Manual, and print entire manual or pages as needed. Hargrove, Inc. will mail a printed manual to any exhibitor that requests a printed copy. The Exhibitor Service Manual will also be available online in the ESC.

