



Exhibitor Service Kit

Logistics

Location:

[Grand Wayne Convention Center](#)

120 West Jefferson Blvd.
Fort Wayne, IN 46802

Exhibits will be open to registrants during the following times:

Tuesday, May 3, 2022

- 8:00 AM - 4:30 PM Exhibitor Move-in
- 4:30 PM - 7:30 PM Networking Reception and Exhibits

Wednesday, May 4, 2022

- 7:00 AM - 8:00 AM Breakfast and Exhibits
- 10:00 AM - 11:00 AM Exhibits
- 12:00 PM - 1:15 PM Lunch and Exhibits
- 1:30 PM - 5:00 PM Exhibitor Move-Out

On-site booths include:

- 10x10 booth space
- Booth area surrounded by black pipe and drape. The drape measures 3ft tall on both the right and left sides, and 8ft tall in the back.
- Standard convention center carpet
- Name plate
- 8ft table
- 2 chairs
- Trash can (venue will empty each night)
- Complimentary WiFi

If you do not want the table & chairs included with your booth, please email laurend@meaenergy.org.

Layout

The most up-to-date exhibit floorplan with company list can be found [at this link](#).

Rules, Regulations, and Policies

All exhibitors participating in the Electric Operations Technical & Leadership Summit are subject to these rules, regulations, and policies.

1. Move in and installation will be **Tuesday, May 3, 2022 from 8:00 AM - 4:30 PM**. No exhibit or exhibit material may be moved into or removed from the exhibit area during the official show hours except by written permission.
2. Unload large pallets & equipment at the Webster Street loading dock.
3. Admittance to the exhibit area requires personnel to display an exhibitor badge at all times, which will be provided upon check in with MEA.
4. Equipment may not extend into the aisles or across the exhibitors purchased booth lines.
5. All signs must be located within the boundaries of the assigned booth space and hung no higher than the height limitations for each booth type. Signs may not be attached to walls, nor may they be hung from the ceiling, outside the assigned booth space.
6. The exhibitor may not display or distribute printed matter, samples, advertising matter or other articles outside the confines of its assigned space.
7. The exhibitor will keep the exhibit open and staffed at all times during the exhibit hours. The exhibitor will keep the exhibit in good condition at all times.
8. Exhibitors may not conduct group functions, such as meetings, hospitality suites, demonstrations, film showing, speeches or other similar activities outside the exhibit area during the exhibit hours or in conflict with any officially programmed exposition or conference event.
9. Exhibitors desiring to distribute food or beverages in their booth space are highly encouraged to contact the Fort Wayne Board of Health at 260-449-7561 and acquire the proper permits.
10. To maintain the professionalism and high caliber of the show, exhibitors are asked to observe and maintain the "good neighbor policy" at all times. Loud or obtrusive audio-visual or oral presentations or other activity that would be distracting to neighboring booths will not be permitted. If found to exist and cause such distraction, the exhibitor will be asked to discontinue such practice.
11. This is a hybrid event. In order to provide virtual attendees with your information, please complete [this form](#) by **April 27**.
12. Prizes from exhibitors are permitted and encouraged in conjunction with the MEA app-based game. Please notify MEA of your optional prize donation on [this form](#).
13. Each exhibitor will be provided badges for booth personnel, which must be displayed and identifiable to conference attendees.
14. All exhibitors will be bound by and subject to the policies and procedures of the Grand Wayne Convention Center. The exhibitor further agrees to comply with all fire rules, electrical codes, union jurisdictions and all other applicable Federal, State, Municipal, and County laws and regulations.

15. Exhibitors will be liable for damage caused by marking, defacing or damage by fastening fixtures or other items to floors, walls, or columns of the Grand Wayne Convention Center and for any damage to equipment furnished by management or its service suppliers.
16. To facilitate shipments into and out of the Grand Wayne Center, please refer to the instructions regarding shipping below and on the [Drayage and Materials form](#).
17. A Grand Wayne Center representative will be on hand to assist you and answer your specific questions at the Information Desk in the lobby.

Questions regarding these rules and regulations should be directed to:

Lauren Denney
Energy Programs Manager
MEA Energy Association
laurend@meaenergy.org
(651)289-9600 x110

Security

1. There will **not** be a security guard on duty for the closed hours of the show.
2. No one will be allowed into the Exhibit Space during closed hours and the space will be locked.
3. The exhibitor is required to provide all insurance and/or policy riders to cover all booth contents.

Service Order Form

You may order electricity and other services such as audio-visual equipment and decorating/booth set-up using the [Grand Wayne Center's Service Order Form](#).

- Password: **1111**
- Name of Event: **Electric Operations Technical & Leadership Summit (EOTLS)**
- Submit completed form to **info@grandwayne.com**
- All orders should be places **before May 3** to get the best rates. All on-site orders are charged at the floor rate.

If you need specialty items not displayed on the Service Rate Sheet or trade show display assembly, the Grand Wayne Center recommends [The Baldus Company](#).

Contact: Kerry Johnson
Email: kerry@balduscompany.com
Phone: (260) 424-2366

Drayage & Material Handling Information

[Inbound shipping:](#)

Review all drayage and material handling notes and [complete this form](#).

Important Details:

- Exhibition materials will not be accepted for storage prior to 3 business days before the event, **April 28**.

- If vehicles, machines or oversize items are to be part of your booth, please let Lauren know via email laurend@meaenerg.org.
- All exhibition materials should be addressed as follows:
Grand Wayne Convention Center
120 West Jefferson Blvd.
Fort Wayne, IN 46802

Attn: *Electric Operations Technical & Leadership Summit (EOTLS) – May 3-5, 2022*

Booth #: _____

Exhibitor's Name: _____

Outbound shipping:

Review all [outbound shipping instructions](#).

Important details:

- Shipping Contact Numbers:
 - FED EX: 800.463.3339
 - CON-WAY: 800.322.0162
 - DAYTON FREIGHT: 800.860.5102
 - USF HOLLAND: 260.489.5502
 - YRC FREIGHT: 800.610.6500
 - UPS: 800.742.5877
 - TQL (Total Quality Logistics): 260.249.8654 (Zack Scheirer)
 - TOWNE AIR FREIGHT: 800.755.3183
- Address:
 - Grand Wayne Convention Center, 120 West Jefferson Blvd., Fort Wayne, IN 46802
 - Direct your shipper to pick up at the **Webster Street dock** area.
- No Collect on Delivery (COD) packages may be sent from the Grand Wayne Center. All packages, crates, etc. must be clearly marked with your account number or credit card number.
- Any items missing and needing information will not be shipped and are subject to a **daily storage fee**.