



Exhibitor A-Z Information

April 2-3, 2020 • MCB Camp Lejeune • Jacksonville, NC

Attendee Badge Requirements

All uniformed Marines may enter the exhibit halls without a registration badge and do not need to register to attend the Expo. Other military services, civilians and industry representatives need to register on-site at the Expo to obtain a badge. There is no fee to attend.

Business Center

There is no on-site business center at the Expo.

Booth Catering Service

MCB Camp Lejeune does not allow exhibitors to bring in outside food and beverage designated for mass attendee consumption. Food may be ordered from the Marine Corps Community Services.

Booth Carpet

Exhibitors inside the tent do not need to order booth carpet for their assigned booth space. The inside of the tent will have red carpet throughout the entire space.

Booth Cleaning

Hargrove is the exclusive booth cleaning contractor for this show. Please note: your booth will NOT automatically be vacuumed the night before the show opens unless you order this service.

Booth Construction

Marine South is a "Line of Sight" Show. Booths must be constructed as detailed in the "Booth Construction & Display Guidelines" located in the Show Rules & Regulations section of the online service manual.

Booth Waiver Requests

Exhibitors requesting booth waiver approvals must submit the [online Booth Waiver Request Form](#) by **March 11, 2020.**

Clean Floor Policy

All crates and skids must be tagged and removed from the exhibit floor no later than 4:30pm on Wednesday, April 1, 2020. This will allow the cleaning crews sufficient time to complete the overall cleaning of the tents as well as provide exhibitors the space to complete their booth set up by keeping aisles clear. Crates without empty stickers will be tagged by Hargrove and removed – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor's expense.

Electrical Service

Hargrove is the exclusive provider for electrical services and labor. **Electrical services and labor are NOT included in your booth space rental fee or booth package.** Additional fees will apply if electrical is needed in your booth during the show. Electrical service will be activated 30 minutes prior to show open and will be turned off within approximately 30 minutes after the show closes on show open days only. If you need electrical for your booth or 24-hour services, order with Hargrove in advance of the show.

Exhibit Space Booth Package

Included as part of your booth space rental fee at Marine South 2020 is:

- 8' high backwall drape – Blue & Red
- 3' siderail dividers – Blue
- 1 – 6', 30" skirted table skirted in Red
- 2 – side chairs
- 1 – wastebasket
- 1 – 7" x 44" booth identification sign with company name and booth number
- Booths will have Black & Gray speckled carpeting
- 24-hour perimeter security for the Expo - not individual booths
- Website and Show Guide listing
- Unlimited Exhibitor Badges which permit access to the hall during move-in, show open and move-out

Additions/changes/substitutions to the Exhibit Space Booth Package will be billed directly to the exhibitor. Additional booth furnishings (not included in the booth package) such as electrical equipment, labor, booth cleaning, shipping, drayage, lighting, signs, sign hanging, furnishings, etc. is not included in the booth space rental fee.

Exhibitor Appointed Contractor (EAC)

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the exhibitor must complete the [online Exhibitor Appointed Contractor form](#) by March 18, 2020. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC. For more information on the regulations pertaining to EAC's, please refer to the Show Rules & Regulations section of the online service manual.



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All exhibitors who are employees of the exhibiting company will be required to wear an exhibitor badge at all times within the exhibit area, including move-in and move-out. Badges will be issued only to those individuals staffing your booth. Please do not register your EAC (Exhibitor Appointed Contractor) as a staff member. EAC's will be issued daily wristbands for move-in and move-out only. To register for exhibitor badges, visit the [Exhibitor Portal](#). No exhibitor badges will be mailed in advance. All exhibitor booth personnel can pick-up their badges on-site at the Exhibitor Registration Desk.

Exhibitor Unloading

Hargrove will handle and control the unloading and loading of all vehicles at the Expo Site. For additional information, please refer to the "Show Site Work Rules" located in the Show Rules and Regulations of the online service manual.

Facility Address and Information

Exhibits will be located in the parking lot of the Geottge Memorial Fieldhouse.

[Camp Lejeune](#) Regulations:

- While on base you must abide by all guidelines mandated by the Military Police. It is a federal offence if you violate any laws while on Camp Lejeune. Exhibitors talking on cell phones while driving will be ticketed. Be sure this is communicated to your carriers making deliveries and booth personnel.
- No phone or internet service is available is provided or available at the Expo site.

Freight Free Aisles

The floor of the Exhibit Hall will be marked to indicate all "Freight Free Aisles". If your booth borders one of these aisles, please keep your crates and materials out of these aisles so that they remain clear for the free movement of freight.

General Service Contractor

Hargrove is the General Service Contractor for Marine South. Hargrove provides furniture rental, material handling, cleaning, labor, etc. All orders for laborers and teamster services are to be made through Hargrove, including the number of personnel required and the hour at which they are to report. Orders can be placed online.

Hanging Signs

Exhibitors are permitted to have hanging signs in all standard 20' x 20' peninsula, split island and island booths to a maximum of 16' from the floor to the top of the sign. If you wish to hang a sign above your booth, log-on to the [Exhibitor Portal](#) and complete the Hanging Sign Approval Form. All hanging signs must be installed and removed by HARGROVE. Confirm with Show Management there is adequate tent ceiling height/clearance to hang a sign over your booth. For questions, contact Brian Bazinet, Operations Manager, brian.bazinet@emeraldexpo.com or (949) 226-5768.

Hargrove Service Desk Hours

Wednesday, April 1	8:00am – 5:00pm
Thursday, April 2	8:00am – 3:00pm
Friday, April 3	9:00am – 8:00pm

Hotel Arrangements

onPeak is the Marine South official housing agency and the best way to book hotel rooms for the Expo. A list of hotels is available on our [website](#).

Insurance

Show management requires each exhibiting company and exhibitor appointed contractors to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in the Show Rules & Regulations section of the service manual for specifics on insurance requirements. [Click here](#), log-in to the exhibitor portal and upload your insurance certificate.

Marshaling Yard

All delivering carriers must check in at the Expo Site for show-site delivery. Carriers will be assigned an unloading number at the Marshaling Yard according to the driver check-in time. All shipments must be accompanied by a certified lightweight & heavy weight ticket. All vehicles entering Camp Lejeune are subject to review and search by Military Police.

Occupancy

Exhibits must be set by 5:00pm on Wednesday, April 1. Should any space (for which a signed contract has been received and rental payment made) remain unoccupied after this time, show management reserves the right to rent or otherwise use such space and shall not be obligated to refund the space rental fee. Exhibitor's displays must not be dismantled prior to 2:00pm on Friday, April 3. Every exhibit must be fully staffed and operational during published Expo Open hours. The dismantling of displays begins at 2:00pm on Friday, April 3, and continues until 8:00pm. By 8:00pm, all exhibitor displays, or materials left in the exhibitor's space without instructions will be packed, shipped or discarded at the discretion of show management at the exhibitor's expense.



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Outdoor Exhibits

If you require tenting over your outdoor booth, please contact Brian Bazinet, Operations Manager, brian.bazinet@emeraldexpo.com for pricing and availability. All tents need to be ordered in advance to ensure availability. Due to unpredictable weather during the show, it is best to order tents with sidewalls to protect your product from wind or rain conditions.

Parking

Information on parking and procedures will be available at the end of March on the [Marine South website](#) Exhibitor Resource Center.

Photography & Filming

- Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer or an approved Exhibitor Appointed Photographer.
- Exhibitors and/or approved Exhibitor Appointed Contractors may photograph or record their own exhibits during show days ONLY.
- Photography or video recording of any area outside an exhibitor's booth is prohibited.

Sales Office

An on-site Sales Office will be in operation during show days to select booth space for the Modern Day Marine Expo.

Security

Show Management provides adequate perimeter security on-site. However, it is the exhibitor's responsibility to ensure the security of their exhibit and products. To order in-booth security services for your exhibit, contact Brian Bazinet at brian.bazinet@emeraldexpo.com.

Shipping

Booth materials may be shipped in advance to the HARGROVE Advance Warehouse or shipped directly to the MCB Camp Lejeune. The specific shipping information, instructions, receiving dates and printable shipping labels are located in the Shipping Information of the online service manual.

Show Directory/Mobile Ap

The Marine shows are going "green". To save paper, there will be no printed copies of the Show Directory. All show directory information can be found within the Marine South Mobile ap, which will be the primary source of show information.

Show Office

An on-site Show Office will be in operation during move-in, show days and move-out.

Table Top Move-in

If your company has been assigned a T booth number, exhibitors will move-in from 3:00pm – 5:00pm on Wednesday, April 1, 2020.

Telephone/Internet Services

No telephone, internet, photocopying or fax services are available at the Expo site during the show. Wireless internet cards work well at the Expo site.

Union Rules

Please refer to the Show Site Work Rules which are located in the Show Rules & Regulations section of the online service manual.

Vehicle Spotting Fee

Exhibitors with vehicles, self-propelled or pushed, scheduled for display at Marine South must notify HARGROVE in advance of the show and will be subject to spotting fees. "Spotting" is placement and removal of a vehicle or trailer on the show floor including Outdoor areas. The Vehicle Spotting Fee Order Form is located under the Shipping Information of the online Service Manual. For more information on spotting fees and vehicle move-in coordination, contact HARGROVE Exhibitor Services at exhibitorservices@hargroveinc.com or (301) 306-4627.