

# 2010 Exhibitor Services Guide QuickStart

Start Here! Did you rent a...

10 x 10  
10 x 20  
In-line  
Booth?

1. Review Deadline Checklist—Order early to save money!
2. Review General Information
3. Read Rules & Regulations
4. Submit your insurance certificate
5. Order Staff Badges and Tyvek Wristbands
6. Make Travel & Hotel Arrangements

If no, then

20 x 20  
To  
30 x 30  
Peninsula or  
Split-  
Island ?

1. Review Deadline Checklist—Order early to save money!
2. Review General Information
3. Read Rules & Regulations
4. Submit your insurance certificate
5. Order Staff Badges and Tyvek Wristbands
6. Make Travel & Hotel Arrangements
7. Submit booth sketch
8. Need a height , product or design variance?
9. Order hanging/rigging items from the ceiling?

If no, then

10 or  
more  
booths?  
Island?

1. Review Deadline Checklist—Order early to save money!
2. Review General Information
3. Read Rules & Regulations
4. Submit your insurance certificate
5. Order Staff Badges and Tyvek Wristbands
6. Make Travel & Hotel Arrangements
7. Submit booth sketch
8. Need a height , product or design variance?
9. Order hanging/rigging items from the ceiling?

Then, will you...

Be cooking/sampling food products?

Complete Cooking Form

Showcasing amusement rides or devices?

Review Rules & Regulations

Will attendees be able to ride on them?

Please complete Audience Participation Safety Form

Have a multi-level or covered booth?

Review Orange County Convention Center guidelines

Need to rent carpet, furnishings, etc?

Click the Freeman link

Need electricity in your booth(s)?

Contact Orange County Convention Center

Need telephone or internet capability?

Contact Orange County Convention Center

Hire install/dismantle labor?

Click the Freeman link

Coordinate your freight arrival/delivery  
to your booth ?

Contact Freeman

Need Catering Services?

Contact Orange County Convention Center

IAAPA recommends reviewing the entire Exhibitor Services Guide to insure that you have a safe and successful Attractions Expo.