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## **EXHIBITOR NEWSLETTER #1 January 2010**

This Exhibitor Update contains valuable information pertinent to exhibiting at the Expo:

**CASTEXPO'10 TEAM** is here to help. Please feel free to contact us if you have questions:

Exhibit Coordinator & Director of Finance

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American Foundry Society

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Housing & Special Events

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Registration

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Official Show Contractor

**GES Exposition Services**

**800/475-2098**

**Fax 866/329-1437**

**International 702/515-5970 Fax 702/263-1520**

Or contact online: [www.ges.com/chat](http://www.ges.com/chat)

### **GENERAL SHOW INFORMATION**

**Show Colors:**

Gold/Silver back drape, Silver sidewall drape, Red carpet - main aisles, Pepper carpet - side aisles

**Exhibit Space Includes:**

ID sign and booth draping on all linear booths. **NOT included: the following must be ordered via Exhibitor Services Manual** - Carpeting, electrical, utilities, furniture (such as tables, chairs, wastebaskets, etc.)

**Important Dates:**

February 9	Advance Shipments may begin arriving at Warehouse
February 22	Save money!! Discount Deadline for GES orders received with payment
March 10	Last day for Advance Shipments to arrive at Warehouse without surcharges <i>Advance Warehouse Hours for receiving are M-F, 8:00 am - 4:30 pm</i>
March 15	Direct Shipments may begin arriving at Exhibit Site starting at 8:00 am
March 15-18	Set-Up hours for Exhibitors 8:00 am - 5:00 pm
March 19	Set-Up hours for Exhibitors 8:00 am - <u>7:00 pm</u> <i>Last Day for Direct Shipments to arrive at Exhibit Site ending at 4:00 pm</i>
March 20-22	<b>Show Hours 9:00 am – 5:00 pm</b>
March 23	<b>Show Hours 9:00 am – 2:00 pm</b> Dismantle of Exhibits 2:00 pm – 8:00 pm
March 24-25	Dismantle of Exhibits 8:00 am – 5:00 pm
March 26	Dismantle 8:00 am – 12:00 pm <b>All Exhibitor displays and materials must be removed by 12:00 pm!</b> Note: Carriers must be checked in by 9:00 am

**Hall Specifications:** Ceiling Height - 40' to low steel or with clearance  
Floor Load - 400 lbs/sq. ft.  
Electricity - 120v/280v every 30' from floor pockets (**must order**)  
Gas, Water, Drainage - Every 30' floor ports (**must order**)  
Hanging Signs - **Must submit drawings and specs to show management 8 weeks in advance of the first installation date**  
Anchoring - **Stringent rules prevail on anchoring and are subject to approval by exhibit hall**

**EXHIBITOR SERVICE MANUAL** Please READ the Exhibitor Manual. All information for GES Services (furniture, labor, etc), CompuSystems (Lead Retrieval), OCCC (utility services, sign hanging, cable, telecommunications, AV, etc.), floral, and photography, can be found on the Show website: [www.castexpo.com](http://www.castexpo.com) – click on Exhibitor Services Manual OR a CD version is available upon request - call Abigail Adreani at 847/824-0181, ext 221. REMINDER: There are discounts available on services for a limited time – refer to the Discount Deadlines on each order sheet in the Manual. After those dates, full Show prices will apply. **NO carpeting, tables, chairs, wastebaskets, electrical, or compressed air is included with your exhibit space.** Refer to Exhibitor Manual for products & services offerings to be ordered separately.

**DIGITAL BOOTH EDITOR/OFFICIAL PROGRAM GUIDE** The deadline to provide us with your company profile for your program listing is **Friday, February 5**. If you have not already done so or need to update any information, **please do so before this deadline!** The online digital booth editor can be found at [www.castexpo.com/ExhibitorProfile](http://www.castexpo.com/ExhibitorProfile). Highlight your company name; enter your company number as the password (if this is the first time visiting the editor) and click log in. You must then change your password for the features to become activated. Please provide 150 words or less as your company profile to appear on the web and also in the printed Guide to Exhibits Official Program. Make sure to save at the bottom of the page! Other features such as business card, categories, contacts and media center provide for enhanced exposure of your company to those using the web to plan their CastExpo visit. If you are not familiar with your company number or need assistance please call 847/824-0181 and speak with either Abigail ext. 221 or Kris ext. 217.

**FREIGHT TARGETING** GES, the official contractor for CastExpo'10 recently e-mailed a freight survey to all confirmed exhibitors. This survey may also be viewed online at [www.castexpo.com](http://www.castexpo.com) under Exhibitor Services. Please complete this survey as soon as possible so the Target Inbound and Outbound schedule can be completed. Any questions regarding move-in/move out, contact Pete Carroll at GES, 773/284-5254, fax 773/284-5385 or pcarroll@ges.com.

**RULES & REGULATIONS** Rules to remember! These Regulations are a binding part of our Contract with you.

***Installation & Dismantling:*** All Exhibits must be completed, manned & ready for business by 8:00 am, Saturday, March 20. No Exhibits shall be dismantled prior to 2:00 pm, Tuesday, March 23 (crates will not be delivered to exhibitor booths prior to that hour).

***Height Limitations:*** Exhibits shall be arranged as not to obstruct the general view or hide neighboring exhibits. Standard booth height is 8' high backwall with 4' high side rails. Exhibitors will not be allowed to exceed the 8' height (equipment excepted) in standard booths. From the backwall, and forward 5', sidewalls of exhibits are limited to the 8' height; from that point to the aisle a maximum height of 4' is permitted. *Island, Split Island, Peninsula of 400 sq ft. or larger:* no height limitations and *Perimeter* exhibit spaces may exceed the 8' backwall height restriction up to 16' but must adhere to the side wall height restrictions

***All exposed parts of Exhibits must be finished or draped so as not to be objectionable to other Exhibitors or Show Management.***

***Non-official Contractor constructing an exhibit:*** Exhibitors planning to use labor other than GES must notify GES in writing by sending the Notice of Intent to Use Exhibitor-Appointed Contractor (Form L-4, page 16 Exhibitor Manual), by February 22, 2010. Insurance forms must be provided by the Display House and attached to the form.

**Prior to the Show, please review the Rules & Regulations as outlined in the CastExpo contract.**

**STAY IN TOUCH** Your company is an integral component of this industry event in Orlando in March. By staying in touch with weekly visits to the CastExpo website [www.castexpo.com](http://www.castexpo.com), you can keep an eye on the floorplan and current list of exhibitors and by taking a moment to read these Exhibitor Newsletters, you will be well-informed to make your exhibit experience an easy one.

The next update will be sent the first week of February and will include more news on exhibiting and preparing for this great event! Please feel free to call any one of the CastExpo team if you have any questions.