



2019 Quick Reference Guide

Expo Dates:
January 9-10
Austin Convention Center – Austin, Texas

QUESTIONS?

Exhibitor Services (including shipping/deliveries, furnishings, labor, etc.):

Laura Thompson, Teamwork Events, (407) 438-7480, laura.thompson@teamwork-inc.com or exhibit@teamworkevents.com.

General Exhibitor Questions (including booth location and registration):

Hillary Hutchins, Potato Expo Management, exhibit@potato-expo.com.

POTATO EXPO EXHIBITOR BLOG

Subscribe to the Potato Expo Exhibitor Blog, the on-line center for exhibitor information for Potato Expo 2019. The Exhibitor Blog provides tools to help increase your company's exposure and save you time. Sign up today!

SHIPPING INFORMATION

Advanced deliveries: Accepted Mon., Nov. 12 th through Fri. Dec. 21 st *Materials arriving after Dec. 21 st will be received at the warehouse with an additional after deadline surcharge of 38%. <i>Attention: The advanced warehouse will be closed on November 22-23 and December 24-25, 2018 and January 1, 2019.</i>	Direct Shipping deliveries: Accepted Tues., Jan., 8 th from 8:00 AM - 4:30 PM ONLY. *Materials received onsite before or after the published Direct Shipping date and time will incur an off-target surcharge of 38% by the Austin Convention Center and Teamwork.
YRC Freight C/O Teamwork Events – Potato Expo 2019 (Exhibitor Name & Exhibitor Booth #) 9018 Tuscany Way Austin, TX 78754	Austin Convention Center – Exhibit Hall EH4 C/O Teamwork – Potato Expo 2019 (Exhibitor Name & Exhibitor Booth #) 500 E. Cesar Chavez Street Austin, TX 78701

EXHIBITOR ONSITE REGISTRATION <i>Atrium</i> Tues., Jan. 8, 2:00 PM - 6:00 PM	TRADE SHOW HOURS <i>Exhibit Hall 4</i> Wed., Jan. 9, 11:00 AM - 6:30 PM Thur., Jan. 10, 8:00 AM - 12:00 PM, 2:00 PM - 5:00 PM
---	---

EXHIBITOR MOVE-IN Tues., Jan. 8, 2:00 PM - 6:00 PM Wed., Jan. 9, 8:00 AM - 10:00 AM	EXHIBITOR MOVE-OUT Thurs., Jan. 10, 5:00 PM - 10:00 PM *Outside carriers must be checked in by 9:00 PM *If additional time is needed to move-out, contact Teamwork Events (contact info above)
--	--

CERTIFICATE OF INSURANCE

Exhibitor is required to provide a certificate of General Liability Insurance, naming the National Potato Council/Potato Expo as an additional insured in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate, for bodily injury and property damage to protect against claims arising out of the operation of its exhibit. In addition, a Certificate of Insurance providing evidence of Workers' Compensation Insurance is also required. All Certificates of Insurance must be submitted by Friday, December 14, 2018. Exhibitors will NOT be allowed to move-in to the show until the certificates have been received. The provisions of such insurance shall not be amended or changed without notice to National Potato Council/Potato Expo. Certificates of Insurance should be emailed to exhibit@potato-expo.com or mailed to: National Potato Council, 1300 L Street, NW Suite 910, Washington, DC 20005.

BADGE REGISTRATION

Each 10' deep by 10' wide Exhibit Booth comes with one complimentary All-Access Pass and one complimentary Trade Show Only Pass. To register for your complimentary passes, go to the Exhibitor Service Center. To log in, you will need the email and password from your exhibitor confirmation email. All complimentary registrations must be submitted by December 28, 2018. After that time, current registration fees will apply.

DÉCOR

- Drape color – Navy Blue and White
- Table skirt – White
- Booth carpet – Booth carpeting is required by Show Management and may be rented through the [Teamwork Service Kit](#). If carpeting is not ordered, charcoal grey carpet will be provided and charged to the exhibiting company.

RULES AND REGULATIONS

Please review the [Guidelines for Display Rules and Regulations](#) for booth display guidelines.

PROGRAM DIRECTORY AND MOBILE APP LISTINGS

Update your listing by November 16 to be included in the printed Program Directory and Mobile App. The Program Directory and Mobile App are the resources used by attendees to learn who is exhibiting at the show, what products and services are being offered, and to locate company contact information.

Note: If you exhibited last year your listing was carried over but needs to be reviewed. You can review your company description in the [Exhibitor Service Center](#). Login information can be found in your exhibit booth confirmation email.

BOOTH FOOD AND BEVERAGE GIVEAWAYS

The Austin Convention Center requires that any food and beverage giveaways in exhibit booths must obtain prior approval from the convention center caterer, Levy Restaurants. All outside food and beverages are limited sample sizes: beverages limited to 3 ounces and food items limited to 1 ounce "bite size" items. Any items in excess of the same size requirements are subject to a nominal service charge. Contact Matt Terry at mterry@levyrestaurants.com or (512) 404-4147 for prior approval or with any questions.

HAPPY HOUR AT KICK-OFF RECEPTION

Exhibitors have the option of providing refreshments at your booth during the Kick-off Reception. The Kick-off Reception will be held on Wednesday, January 9 from 5:00 PM - 6:30 PM in the Trade Show. Food and beverage orders should be placed through the Austin Convention Center Catering by submitting a [request form](#) by Monday, Dec. 24th. To view the menu, [click here](#). Contact Matt Terry at mterry@levyrestaurants.com or (512) 404-4147 with any questions.

As at previous Potato Expos, each attendee will receive two drink tickets to use during the Kick-off Reception in the Trade Show. Booth refreshments will supplement this. Refreshments must be served within your booth and not in the aisles.