

**From:** exhibits@iafc.org  
**Sent:** Monday, April 24, 2023  
**Subject:** TEST: Hazmat 2023 – Exhibitor Service Manual Live



## EXHIBITOR SERVICE MANUAL LIVE

### Booth Logistics & Orders

#### Order Before the Discount Deadline - May 8, 2023

Each indoor exhibiting company receives the following booth package:

- One 6' black draped table
- Two side chairs
- One wastebasket
- Pipe and drape\*
- 7" x 44" booth ID sign (company name and booth number)
- Ballroom is carpeted.

Booths larger than 100 sq ft may request up to one additional booth package per 100 sq ft of paid booth space at no additional charge if the [Additional Furniture Request Form](#) is submitted to The Expo Group prior to the discount deadline of **May 8, 2023**.

The official Hazmat Service Contractor, The Expo Group, has released the Exhibitor Service Manual. In there you will find everything you need for a successful show, including:

- Order additional furniture & carpet (if needed)
- View material handling & shipping Info
- Labor Info
- And much, much more!

Need to speak directly with The Expo Group, contact them at (972) 580-9000 or email them at [ExhibitorService@theexpogroup.com](mailto:ExhibitorService@theexpogroup.com)

[VIEW EXHIBITOR MANUAL](#)

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### A/V, Electrical, Internet Orders

Note these items are *NOT* included in your booth: A/V, electrical outlets and internet

The official Hazmat provider is Encore through the Hilton Baltimore. For questions, please contact them directly at (800) 966-4498 or email them at [exhibits@encoreglobal.com](mailto:exhibits@encoreglobal.com).

[VIEW ORDER FORM](#)

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## Still Time to Book Hotel Rooms

Room rates will be guaranteed through May 4 or when the room block sells out, whichever occurs first. Act NOW!

### Hilton Baltimore Inner Harbor

401 W. Pratt Street  
Baltimore, MD 21201  
Phone: (443) 573-8700

**Room Rate:** \$151/night +tax

[Book Hotel](#)

Additional rooms available at the [Hampton Inn Baltimore-Downtown-Convention Center](#)

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## Register Your Staff

### [REGISTER STAFF](#)

- All exhibit personnel must register to attend.
- Each exhibiting company receives 4 FULL CONFERENCE Registrations.
- Additional booth only staff may be added for \$50.00/registration.
- Additional full registrations may be added for \$240.00/registration.
- Complimentary 4 Registrations Promo Code: **CODE** (email [exhibits@iafc.org](mailto:exhibits@iafc.org) for code assistance)

### Booth Staff Registration Instructions:

Once on the start page, you'll want to enter the email address for the individual who will be attending Hazmat for your company and select the "Exhibitor" option. Then copy and paste your promo code into the Promo Code field and hit "Apply". You will then be presented with three options to choose from. Your Promo Code will allow you to register four (4) Exhibitor-Full Conference badges at no cost. If you need to register anyone for the conference above and beyond those 4, you can use the Exhibitor Add On option for \$240 (which is an additional Full Conference badge at a discounted rate) or the Exhibitor Booth Only option for \$50 (which grants the registrant access to the exhibit hall only, not sessions).

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## Increase Your On-Site Presence

The Hazmat Conference provides your company with an unparalleled marketing opportunity to get before industry decision-makers. You won't find a better opportunity to showcase your company and its products to the leading hazmat responders from around the country.

***53% of attendees have significant influence or are final decision-makers in department purchasing decisions.***

Explore these options from Educational to Digital and On-Site Branding and even Networking Events. Or [contact us](#) to discuss how to create a **customized option** that works with your goals and objectives.

[VIEW ALL SPONSORSHIPS](#)

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## Hazmat Fashion Show

The 2023 Hazmat Fashion show is back! If you aren't familiar with the event, it is a fun and unique way to showcase your companies' suits, products, etc. The event will take place during the Welcome Reception on Friday, June 9 from 4:00 PM – 6:00 PM. We would appreciate your company's support and involvement with this event to help make it a great success.

If you are interested in participating, we ask that you complete [this form](#) by Friday, May 26.

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## Don't Forget to Submit Final Payments

Final booth payments were due Dec. 31, 2022. If you have not submitted payment yet, please do so now using the below access credentials to secure your booth location.

### **International Hazardous Materials Response Teams Conference Site:**

**URL:** <https://www.conferenceharvester.com/harvester2ex/login.asp?EventKey=NYZGYJOB>

**Username:**

**Password (Access Key):** PASSWORD (email [exhibits@iafc.org](mailto:exhibits@iafc.org) for password assistance)

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Sincerely,  
IAFC Exhibits  
[exhibits@IAFC.org](mailto:exhibits@IAFC.org)  
(703) 896-4830