

COST SAVING TIPS

We know that budgets are tight and you must carefully consider your expenses. We are sensitive to the costs you incur when you exhibit, and we work very hard to negotiate the best possible costs for you and your company. Unfortunately, in the past we have seen exhibitors make choices that result in higher costs. There are, however, many easy steps you can take to keep costs down. Here are some tips!

- **Don't Miss Deadlines!** Take advantage of the discount pricing and order services by the discount deadlines listed in the Exhibitor Deadlines in this manual. Some rates can increase drastically after the discount deadline passes!
- **Beware of Solicitations from Unofficial Vendors.** Some organizations that are not affiliated with ACI-NA have targeted our exhibitors for the purpose of selling services related to exhibiting, such as directory listings, A/V equipment rental, or hotel reservations. Please be advised that ACI-NA has secured official contractors (included in this manual) for all services you may require and ask that you treat solicitations from non-official vendors with appropriate caution.
- **Review the Display Rules and Regulations.** Ensuring your display and exhibit plans are in compliance with all rules and regulations can protect you from costly last-minute changes on-site.
- **Avoid Unnecessary Labor Charges.** Read the Rules & Regulations in the Hargrove Services section of this manual so you know the Labor Guidelines.
- **Set Your Booth On Time.** Please note that exhibits must be set by 2:00 PM on Sunday, September 8. Neglecting to set your booth on time could result in expensive labor charges.
- **Avoid Rush Charges.** When possible, ship all materials to the warehouse using the official carriers to arrive no later than September 4. We advise against using overnight delivery services for exhibit freight for direct-to-show-site delivery. However, the use of such services is perfectly acceptable for advance shipments to the Hargrove Warehouse.
- **Send Materials in One Shipment.** Multiple shipments mean multiple drayage charges!
- **Consider a Booth Rental.** Consider a rental exhibit through Hargrove instead of using an exhibit house. This eliminates shipping and drayage costs which can lead to significant charges. See the Rental Booths section of this manual for details.
- **Order All Services Carefully.** Determine your exact needs and place your orders before the discount deadlines. There is significant cost savings if you place your orders early! Be as detailed as possible when ordering your services and provide layouts of the exact location of your electrical and telecommunications drops and distribution. Delays caused by unclear diagrams can be a waste of time and money.
- **Review Your Invoices Carefully.** Don't forget to check for mistakes prior to the close of the show.
- **Communicate with Official Vendors and Show Management.** We are here to ensure you have a successful show. Please feel free to contact us at any time!