

Shipping Exhibit Materials to MasterTech Expo

All exhibitor shipments **must** go to:

Premier Audio Visual
117 W. Main Street
Mesa, AZ 85201
(480) 460-1800

Include "MasterTech Expo", your booth number, a contact person and phone number on the shipment documents and/or crate(s). The drayage cost is 80 cents per pound with a 200 pound (\$160) minimum. Premier Audio Visual will bill drayage fees to exhibitor directly.

Shipments **must arrive no later than Friday March 4th, 2022**. Return service available (see below).

Indoor Exhibit Spaces – What's Included?

Inclusive in all indoor exhibit spaces are:

- Two (2) Full-Access Exhibitor Registrations
- 110VAC, 20A Electrical
- Pipe and drape
- 6' draped table (*spaces over 10'x10' can request an additional table*)
- Two (2) chairs
- Garbage can

Available to exhibitors at an additional cost

- Additional Exhibitor Guest Pass Registrations @ \$199/ea. (does not include Education)
- Additional Exhibitor Education Registrations @ \$749/ea.
- WiFi service @ \$80/day (if not already included with sponsorship levels)
- 220VAC or 408VAC Electrical Service – contact MasterTech Expo for quotes

Flooring/Carpeting

There is no requirement for carpet or other flooring, however if the exhibitor wishes to have flooring they must provide and install it themselves. The Mesa Convention Center or their affiliates do not offer flooring rental/supply services.

Carpeting (with or without padding), plastic interlocking tiles (RaceDeck or Swisstrax-style) and foam interlocking tiles are all acceptable forms of bring-your-own flooring.

Outdoor Vehicle Plaza

Sunday March 6, 2022 - 9:00am-4:00pm – vehicle move in and setup.

Each designated vehicle spot is approximately 10'x20' and accommodates one vehicle. In addition to a passenger car or truck, Recreational boats under 30' total (incl. trailer tongue), personal watercraft, motorcycles or UTVs each count as one vehicle.

Vehicle entrance is marked on the [floor plan map](#) at the MasterTech Expo website. Fencing and 24/7 security is provided throughout the event, but please secure the vehicles during non-exhibit hours for added safety.

Outdoor Vehicle Display Spaces – What's Included?

Inclusive in all outdoor vehicle display spaces are:

- 110VAC, 20A Electrical (exhibitor supplies extension cords)
- 24/7 Security Guard
- Perimeter Fencing

Outdoor Vehicle Display Spaces – What's NOT Included?

Exhibitor provides any backdrop, pipe/drape, flooring, electrical cords, tables, tenting, etc. If tenting is used, it MUST be secured and applicable for purposes of wind/rain stability.

Contact Lead Capture

At this time, the convention center does not provide any lead capture devices, so any digitization of people who stop by the exhibitor's booth will be up to the exhibitor for how they wish to capture the contact info.

Options:

1. Create a giveaway that they sign up for - providing the requisite contact info that you want to capture. The giveaway could be something in the form of a discount, or a product/service.
2. Use a business card scanner device with accompanying software and scan directly into a laptop or windows-based tablet.
3. Use an app on an Android or iOS-based phone to capture the contact's card info via the phone's camera within the app.

Exhibitor Move Out and Tear Down

Wednesday March 9, 2022 – 3:30pm-10:00pm - Exhibitors to use this time for tearing down and packing up their main hall exhibit space items and arrange outbound shipment. **Teardown of any kind is not to begin until the closing ceremonies have concluded.**

IMPORTANT: Teardown of any kind for exhibitor spaces is not to begin until the closing ceremonies have concluded, approximately 3:30pm Wednesday March 9, 2022.

Shipping Exhibit Materials out of MasterTech Expo

Plan to have all outbound shipments picked up at the event site by **no later than 8pm on March 9, 2022**, or exhibitors may choose to have their items handled by the on-site logistics company (Premier Audio Video) for outbound shipment from their storage facility.

EXHIBITOR LOGISTICS



No outbound shipments will be left in the Main Exhibit Hall after the event is completely moved out by 10pm on Wednesday March 9, 2022. Any remaining outbound shipments from March 10, 2022 onward should be picked up at the offsite storage location:

Premier Audio Visual
117 W. Main Street
Mesa, AZ 85201
(480) 460-1800

Please be sure to label your crates/boxes for outbound return shipment before leaving the event. Offsite stored outbound shipments will incur storage and drayage fees from Premier Audio Video. Please arrange pickup from their storage location above, which is 0.7mi from the Mesa Convention Center. **Premier Audio Visual will bill storage/drayage fees to exhibitor directly.**

QUESTIONS

If you have any questions or need further assistance, please email exhibitor@mastertechexpo.com for Event Staff Support.