



FOAM AND ADHESIVES & BONDING EXPO USA 2024

June 25-27, 2024

Suburban Collection Showplace, Novi, MI (Event Center & Halls A, B, C)

EXHIBITOR APPOINTED CONTRACTOR INFORMATION NOTICE

Online Exhibitor Portal

We are not able to share the link to the Exhibitor Portal without prior permission – please ask your client for their unique link to the portal, or alternatively send a request for the link with proof of appointment to exhibitors@smartershows.com

Exhibitor Appointed Contractor Documentation

Exhibitors wishing to use a contractor other than the official contractor to set up and dismantle their exhibits or to pay for services, must fill out the Exhibitor Appointed Contractor Notification Form within the Art Craft Display Exhibitor Kit and return it to Art Craft Display as soon as possible.

No Exhibitor Appointed Contractor will be allowed to work in an Exhibitor's booth unless the following are completed/submitted:

- 'Exhibitor Appointed Contractor Notification Form'
- Valid Certificate of Insurance

The EAC, agents or representatives who are performing services (other than the Exhibitor's own employees) understands that neither Smarter Shows, Foam Expo nor the Venue maintains insurance covering the Exhibitor's property and it is the sole responsibility of the EAC, agents or representatives to obtain such insurance.

Event Schedule

Move-in:

Saturday June 22 – 8.00am – 4.00pm (Custom-Builds over 400sqft only)

Sunday June 23 – 8.00am – 4.00pm (Custom Builds over 400sqft only before 12.00pm / All Exhibitors after 12.00pm)

Monday June 24 – 8.00am – 5.00pm (All Exhibitors)

Exhibition Opening Hours:

Tuesday June 25, 9.30am – 5.30pm (Drinks Reception in hall 4:00pm – 5:30pm)

Wednesday June 26, 9.30am – 5.30pm (Drinks Reception in hall 4:00pm – 5:30pm)

Thursday June 27, 9.30am – 3.00pm

Breakdown:

Thursday June 27, 3.00pm – 11.59pm

Friday June 28, 8.00am – 12.00 noon (freight collection only)

All exhibits/booths must be torn down and ready to ship on Friday June 28 by noon. Freight can be picked up on Thursday June 27 until 9.00pm or freight can be picked up on Friday June 28 from 8.00am - 4.00pm. Carriers must check in by 2.00pm on Friday June 28. All freight not picked up by 4.00pm on Friday June 28 will be forced, re-routed via the most convenient carrier. Exhibitors will be responsible for all re-routed freight charges.

List of documents provided with this notice

1. General A-Z event information
2. Access information – Directions to Loading Dock
3. Art Craft Display Exhibitor Kit
4. Booth Display Information & Construction Regulations
5. Venue Rules and Regulations
6. H&S Onsite Rules
7. Risk Assessment explanation notice & template
8. Compulsory Booth Information form (PDF) **Deadline Friday April 26, 2024**

Show floorplan

You can access the floorplan at: https://abxfoamexpousa2024.mapyourshow.com/8_0/exhview/index.cfm

Notes on Build-up & Breakdown

- All work must be completed by 5.00pm on Monday June 24, 2024. It is therefore essential that all Exhibitors arrive on-site before this time to inspect their booth and ensure that all orders have been met.
- No exhibits may be removed until the event closes at 3.00pm on Thursday June 27, 2024, nor will any Contractors be allowed into the Hall until this time.
- All booth materials, exhibits and waste materials are to be cleared no later than 12.00pm on Friday June 28, 2024.
- Charges made for removal of any structures or waste material will be forwarded to the Exhibitor. Please ensure that you organize waste removal via the Art Craft Display Exhibitor Kit (accessible via the Exhibitor Portal).
- Should **forklift assistance** be required for repacking and/or loading, please note that this will only be available once all empties have been returned (this can take up to 3 hours). We appreciate your patience in this matter. **Art Craft Display personnel will be the only personnel allowed to manage and operate forklift trucks onsite - No other external forklift trucks will be allowed in the venue.**
- Exhibitors & Contractors are reminded that security will cease once the exhibition has closed. Items of value left on booths, including freight, are the responsibility of the Exhibitor. Please speak to the Organizers if you would like to hire a guard for this period, or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

Notes on Booth Display & Construction Regulations

- No flooring or walling is included in any exhibition space. It is compulsory for all Exhibitors to have flooring + walling/drape on their exhibition space.
- Power is not included with the booth and should be ordered through the Art Craft Display Exhibitor kit (accessible via the Exhibitor Portal).
- All exhibiting companies MUST complete and submit the compulsory online Booth Information form no later than Friday April 26, 2024. Failure to submit this form may result in delays during the exhibition build-up or refused entry into the Exhibition Hall.
- The standard height of any individual exhibition booth is considered as 8ft for the back wall and 4ft side walls.
- If you choose to build a structure above the standard height of 8ft you must gain approval first and ensure that the back of the structure is finished to a high standard with clean and neutral surfaces (for the entire side that borders a neighbouring booth and not just for the part over 8ft).
- The maximum permissible build height is 20ft.
- No advertising or logos for your booth should directly overlook any neighbouring booth.

Shipping

The organizers have appointed European International Fairs Ltd to be the official freight forwarder.

- The Official Carrier for Ground and Air Transportation is **Globex Logistics**. For pricing and booking form, contact: Ty Warren, tel. (940) 584 0606, twarren@globexlogistics.net
- For shipping from outside the US, please contact the Official Freight Forwarder & Customs Broker – **European International Fairs Ltd**. Contact: Grantley George, tel. +44 1732 860330, usshowops@european-intl.com

Useful Contacts

For questions regarding the **Foam Expo** please contact

Laura Day, Senior Operations Manager

Tel: +44 1273 916 303 / Email: laura.day@smartershows.com

For questions regarding the **Adhesives & Bonding Expo** please contact

Emily Hewitt, Operations Manager

Tel: +44 1273 322 / Email: emily.hewitt@smartershows.com

For questions regarding the **technical/booth services** please contact

Art Craft Display

Tel: +1 248 380 0843 / Email: detroit@artcraftsdisplay.com