



2015 ISSA/INTERCLEAN MOVE-IN BULLETIN

Welcome to Las Vegas!

MOVE IN:

Set-Up Hours: (based on your targeted move-in)

Sunday, October 18	8:00 am – 5:00 pm
Monday, October 19	8:00 am – 5:00 pm
Tuesday, October 20	8:00 am – 6:00 pm*

*All display construction & crate removal must be ready no later than 6:00pm to allow aisle carpeting to be laid.

Exhibit Hours: (Exhibitors may gain access at 7:30am)

Wednesday, October 21	9:00 am – 5:00 pm
Thursday, October 22	9:00 am – 5:00 pm
Friday, October 23	9:00 am – 1:00 pm

Please note: the ISSA Excellence Award Ceremony will take place 1:00pm-2:00pm on Friday, October 23.

MOVE-OUT:

Crates will start to be returned at 2:01pm

Friday, October 23	1:01 pm – 8:00 pm
Saturday, October 24	8:00 am – 5:00 pm
Sunday, October 25	8:00 am – Noon*

*Carriers post-show must be checked-in by 10:00am. All exhibitor materials must be removed by Noon on 10/25.

BADGES

Badges will be color-coded as follows:

Distributors / Wholesalers	Green
Building Service Contractors	White
In-House Service Providers	Yellow
Residential Cleaning Professionals.....	Yellow
Associate / Publisher / Non-Exhibiting Manufacturers	Purple
Manufacturer Reps	Red
Exhibitor	Red

CAMERA PASSES

Video or still photography of an exhibitor’s booth is not allowed. Exceptions are the Press, the Official Show Photographer (Oscar Einzig), and Videographer (Lake Coast Media), or as approved by Show Management. If an exhibitor wishes to videotape or photograph their own booth, they may do so by obtaining a Camera Pass from the Show Office, Room N219.

EXHIBITOR SERVICE AREA

The GES Servicecenter® has service desks set up for your convenience. You can find these service desks downstairs (between C1 & C3) in the “tunnel”. The CompuLead service desk is located in the Service Center. In addition, all other official contractors can also be found here.

EXHIBITOR AND “EAC” PERSONNEL ENTRY DURING SET-UP/DISMANTLING

You will be required to use the main exhibit entrance, marked as Central 1. EAC’s must check-in here as well to obtain their set-up/labor pass (wristband). No entry will be allowed without a badge/labor pass. During show days, EAC’s must obtain their pass (wristband) from the ISSA Security. The security office is located in room C105 on the show floor. Exhibitors and Manufacturer Representatives will be allowed access to the exhibit hall at



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7:30 a.m. during show days, provided they have registered in advance and have their badge credentials. If they did not advance register, they cannot register on-site until Monday, October 19 at 7:30 a.m.

EMPTY CONTAINERS

Empty crates will be removed from storage and returned to your booth at the end of the show, beginning promptly at 2:01 p.m. Aisle carpet removal will begin at 1:00 p.m. and finish by 2:00 p.m. Every empty crate should be marked or labeled with the booth number. "EMPTY STORAGE" labels will be provided and can be obtained from the GES Servicecenter®. Please make sure to use these labels so that your crates are ready for removal and storage. Remember, no deliveries will be permitted for any reason after the show hours begin.

FOOD SERVICE

There are several options for food service right on the trade show floor. For catering services, contact Aramark, the official convention food provider. For networking and a sit-down meal, visit the ISSA/INTERCLEAN Bistro, Booth 3796 for an upscale dining experience. For a quick bite visit food outlets located in the Grand Lobby. A food truck will be located in the Silver Lot of the convention center near the outdoor exhibits for the duration of the show hours each day.

FREIGHT AISLES

"No Freight" (fire) aisles have been designated, which will allow GES to move freight in and out quickly. These aisles must not be used for any other purpose. *Do not place any crates, merchandise or trash in these designated aisles.* We appreciate your cooperation.

HAND CARRIED ITEMS

Exhibitors may carry in small packages, including pop-up booths, provided they can be hand carried. Four-wheel dollies and material handling equipment are not permitted. Access will be allowed through the C1 hall entrance. Exhibitors will not be permitted to unload private cars at the building entrance. You will be required to unload in the parking lot areas only.

PRODUCT DONATION

If you wish to donate any leftover product or equipment at the close of the show, ISSA has partnered with St. Jude's Ranch for Children. The much-needed donations will be used to support the more than 130 at-risk children, young adults, and families that St. Jude's helps each year. Visit St. Jude's desk in the GES ServiceCenter in the tunnel between Central halls 1 and 3 in the Las Vegas Convention Center to pick up or drop off donation forms.

SECURITY

ISSA will provide security on the exhibit floor on a 24-hour basis during the entire period of the show (including installation and dismantling). Every reasonable effort will be made to prevent losses. The final responsibility, however, lies with the exhibitor. If you have items in your display that are vulnerable to theft, take advantage of the Overnight Storage Area located in room C105 on the trade show floor.

WORKING LATE

If you or your contractor needs to remain in your booth beyond the hours listed above, you will need to obtain a LATE WORK PASS from a floor manager by 3:30 p.m. of the day you wish to work late. You will need to provide your booth name and booth number and the number of working personnel. You must remain in your booth! If you leave, re-entry will not be permitted.



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ISSA KEY SHOW MANAGEMENT CONTACTS

Kim Althoff: Director of Conventions & Meetings
Mandy Marnaris: Trade Show & Meetings Manager
Hannah Kennedy: Registration Manager
Paula Temian: Education Manager
Sales Team: Iris Weinstein/Mikel Gabrielson/Carl Diwby
Floor Managers: Frank Glynn, Jim Adlesick, Terry Duffy, Kevin O'Hagan

KEY LOCATIONS

ISSA Attendee Registration: Grand Lobby
ISSA Exhibitor Registration & Exhibit Sales Office: Grand Lobby
International Business Lounge: Booth 738, next to the International Pavilion. Phone: 702-943-3516
ISSA Meeting Hub: Booth 3601, Meeting rooms located on the show floor are available for rent to host private meetings at an hourly, daily, or weekly rate.
ISSA/INTERCLEAN Bistro: Booth 3796
ISSA Recharge Lounge: Booth 399

Shuttle Buses: Bus service will be provided from all official ISSA hotels to and from the Las Vegas Convention Center, except for The Westgate, Renaissance, Courtyard by Marriott, Residence Inn by Marriott, and Las Vegas Marriott, due to their close proximity to the convention center. Shuttle serve runs from October 20-23, and the schedule will be posted in all official hotel lobbies. Buses will drop off at the Central Hall entrance.

Business Center: Operated by FedEx, located near the main entrance of Central Hall in the Central Hall Concourse. Open seven days a week from 8:00a.m. - 5:00p.m.
Phone: 702-733-2898

Coat Check: Provided through the FedEx Office near the main entrance of Central Hall.

First Aid: Las Vegas Convention Center security staff is trained to handle emergency situations. The security office is operational 24 hours a day. It will be staffed for the duration of the show, including move-in and move-out. Any house phone can be used to report an onsite medical emergency by dialing 7400. If you are dialing from a personal phone, call 702-892-7400. Please do not call 911 as this will only delay emergency response.

onPeak Housing Desk: Located in the Exhibitor Sales Office, in the Grand Lobby. Phone: 702-943-3515

Information: Located in the Central Hall, Grand Lobby.

Lost and Found. Please inquire at the ISSA/INTERCLEAN Show Office, Room N219.

Press Room. Exhibitors may bring their press kits to the Show Office, Room N219 (limit 50 kits at a time).

Show Management Office: Room N219



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SHOW POLICIES

- Please note that registration for ISSA/INTERCLEAN® is at the sole discretion of ISSA show management. We reserve the right to accept or reject registrations and to cancel any previously accepted registration, at any time at the sole discretion of ISSA. Penalties for violations may include: confiscation of badge(s), forfeiture of registration fee(s), removal from the trade show floor, suspension of membership and/or fine.
- Registration of persons for the show is restricted to employees of the firm. Any non-employees will be prohibited from admission unless the firm has contacted ISSA and received prior written authorization.
- The registration fee for U.S. manufacturers which do not exhibit at ISSA/INTERCLEAN® is the full cost of an exhibit booth plus any other personal or special fees that may apply for that year.
- Solicitation of products or services at the show, or in the general area, by non-exhibiting manufacturers during the convention is prohibited.
- During official exhibiting hours, all firms and individuals of those firms are not permitted to open a hospitality suite, or any other event away from the trade show floor.
- There will be an on-site fee of \$50 for any name change or replacement of lost badges.
- Cancellation requests must be received in writing by September 18, 2015 (email cs@issa.com). A credit will be issued applicable toward future invoices from ISSA.
- The minimum age for admission to the show floor is 12 years old.
- Video or still photography of an exhibitor's booth is permitted only by the press, the official show photographer or through issuance of an exhibitor camera pass at the sole discretion of the ISSA management. This policy includes taking photos with phones.