



Upstate Outdoor Expo

February 8-10, 2019

Greenville Convention Center
Greenville, SC

EXHIBITOR KIT



2018

General Expo

Information

First of all we would like to thank you for your participation in the Upstate Outdoor Expo. In order to facilitate a seamless planning process and a successful show we have included much of the information you will need for planning purposes on the Exhibitors page of the show website.

Below are some quick facts that you may also find useful:

Show Information

Show Dates: February 8-10, 2019

Show Hours: Friday: 2:00 p.m. - 8:00 p.m.
Saturday: 10:00 a.m. - 8:00 p.m.
Sunday: 10:00 a.m. - 5:00 p.m.

Show Location: Greenville Convention Center
Hall 1
One Exposition Drive
Greenville, SC 29607

Exhibitor Information:

What comes with my exhibit space?

Each space is designated with pipe/drape (3 ft. high side rails, 8 ft. high backdrop), 1 table, 2 chairs, a wastebasket, and wifi (speed not guaranteed). Additional items are available through the show decorator and convention center for an additional charge.

Can I bring my own tables and chairs:

Yes. No additional charge will apply, must be labeled.

Do I need to charge sales tax on purchases made at the show?

Yes. Appropriate sales tax must be charged on items sold during the show



2018 **General Expo** **Information**

Insurance: You must update your risk, comprehensive and general liability insurance to cover your vehicles and employees during move-in and move-out. B & J Productions and The Greenville Convention Center are NOT responsible for loss or damage of any property.

Electrical Order Forms: If electrical outlets are needed, service can be ordered through the Greenville Convention Center. You can download the forms using the link on the show website.

Telephone/Internet: Telephone and Internet service can be ordered through the Greenville Convention Center. You can download the forms using the link on the show website.

Furnishing Rental: Additional booth decor, tables, and chairs can be ordered through the show decorator. You can download the forms using the Decorator link on the show website

Still have questions?
Please call our the Show Manager at (864) 800-3047



2018 **General Expo** **Information**

EXHIBITOR MOVE-IN/OUT INFORMATION - **Please read carefully**

Move-In:

Thursday February 7th from 8:00am-8:00pm

- * This is the only day to have non-show vehicles on floor
- * All non-show vehicles must be out by 5:00pm sharp

Friday February 8th from 8:00am to 12:00pm

- * No non-show vehicles allowed on floor this day

Important: ALL exhibits must be set up and ready by 12:00pm on Friday, the show officially opens at 2:00pm sharp.

Move-Out:

Move-out will begin at 5:00pm on Sunday, January 10th and end at 9:00pm. Move-out resumes on Monday, January 11th at 8:00am and ends at 12:00pm.

- * ALL exhibits must be out of the exhibit hall no later than 12:00pm on Monday.

IMPORTANT: Exhibits are NOT to be dismantled while show visitors are in the building. PLEASE DO NOT DISMANTLE until 5:00pm on Sunday, February 10th. Any violation of these rules will result in a \$50 penalty charged to your account.



2018 **General Expo** **Information**

HOTEL INFORMATION

Hilton Orchard Park

45 W. Orchard Park Dr.,
Greenville, SC 29615

Kristi Banning

Group # Upstate Outdoor Expo 2019

Rate \$112/night, date range 2/6/2019-2/13/2019

Reservations for attendees must be booked through a Hilton Direct channel in order to receive the negotiated rate. These channels include a personalized web link, Hilton.com using your group code, and 1.800.HILTONS.

Hampton Inn

255 Congaree Rd.
Greenville, SC 29607

Nicole Henderson

Group Name: Upstate Outdoor Expo 2019

Rate \$115/night, date range 2/8/2019 - 2/9/2019, must reserve the room on or before 1/11/2019

Reservations can be made by calling (864) 516-2400. Please ask for the group name or group code if provided.

Courtyard by Marriott

70 Orchard Park Dr.
Greenville, SC 29615

Djelika Diallo

Reference # M-DQI2S59

Rate \$112/night, date range 2/6/2019-2/11/2019, must reserve the room on or before 1/9/2019.

Directly call Marriott Reservations at 1(800) 321-2211 or (864) 234-0300 on or before Wednesday, January 9, 2019, (the "Cutoff Date") to make their sleeping room reservations.