

WFC13 EXHIBITOR & SPONSOR

Frequently Asked Questions

QUICK LINKS

- **EXHIBITORS:** Register staff and guests who will attend with your company (EXPO ONLY)
 - *Note: Advance registration is required. Any changes or additions may be sent to Deahna Cring*
- **SPONSORS:** Register staff and guests who will attend with your company
 - *Note: Advance registration is required. Any changes or additions may be sent to Deahna Cring*
- EXHIBITOR KIT: <https://ordering.ges.com/025601253/welcome>
- Interactive Floorplan: <https://www.floorplangenie.com/events/fpgAFSS/13WFC2020/Public/fpg.aspx>

CONTACTS

- GES, Expo Decorator: Brittany Edmondson, BEmondson@ges.com
 - Need help resetting your GES password? NSC (National Service Center):
 - Call (800) 801-7648, International: (702) 515-5970
 - Monday – Friday 6:00 AM – 5:00 PM PST
 - [Chat Online](#)
- WFC13 Booth Sales: Tom Justice, tjustice@zenefiltration.com
- WFC13 Sponsor Sales: Rob Bender, rjb3@me.com
- WFC13 Secretariat, AFS Executive Director: Lyn Sholl, lyn@afssociety.org
- WFC13 Expo Manager: Deahna Cring, deahna@afssociety.org

IMPORTANT DATES & DEADLINES

- Expo Staff & Guest registrations (see quick links above)
 - March 3, 2020
- EXHIBITOR MOVE IN
 - Sun. Apr. 19, 2020 2:00 PM To 4:30 PM
 - Mon. Apr. 20, 2020 8:00 AM To 4:30 PM
- SHOW HOURS
 - Tue. Apr. 21, 2020 9:55 AM To 5:00 PM
 - Wed. Apr. 22, 2020 8:00 AM To 5:00 PM
 - Thu. Apr. 23, 2020 8:00 AM To 4:00 PM
- EXHIBITOR MOVE OUT
 - Thu. Apr. 23, 2020 4:00 PM To 8:00 PM
 - Thu. Apr. 23, 2020 Empty containers will be returned starting at 4:00 PM
 - Thu. Apr. 23, 2020 Carriers MUST be checked in by 6:00 PM
 - Thu. Apr. 23, 2020 All exhibitor materials MUST be removed by 8:00 PM
- Expo Hall Access for Exhibitors
 - 7:00 AM on Tuesday, April 21, Wednesday, April 22, and Thursday, April 23.

ADVANCE SHIPMENTS

All advance shipments must be shipped directly to GES, Expo Decorator, **not** to the hotel. See [Exhibitor Kit](#) for further details.

BOOTH HEIGHT SPECIFICATIONS

- Peninsula booths may build up to 16' (4.8768 meters) high
- In-line 10x10 (3m x 3m) booths may build up to 8' (2.4384 meters) high
- In-line 10x10 (3m x 3m) booths **around the perimeter (wall)** may build up to 12' (3.6576 meters) high

NOTE: Anything above 8' (2.4384 meters) high may submit a drawing for approval

PASSES INCLUDED WITH BOOTH

- Two (2) complimentary exhibitor representative registrations per 10' x 10' unit (3m x 3m) (expo access only).
- All WFC 13 Exhibitors receive ten (10) complimentary Expo Only passes to give to clients/customers.
 - It is not required to give passes away to clients or customers; however, advance registration is required for these passes to be valid
 - If COMPANY has more than 2 booth staff or employees, these passes may also be used for employees and additional booth staff to attend as an Expo Only participant

PASSES INCLUDED WITH SPONSORSHIP

- WFC13 **Diamond Sponsors** receive four (4) complimentary Full Congress registrations and thirty (30) complimentary Expo Only passes to give to clients/customers. Advance Registration is required.
- WFC13 **Sapphire Sponsors** receive four (4) complimentary Full Congress registrations and twenty (20) complimentary Expo Only passes to give to clients/customers. Advance Registration is required.
- WFC13 **Emerald Sponsors** receive two (2) complimentary Full Congress registrations and fifteen (15) complimentary Expo Only passes to give to clients/customers. Advance Registration is required.
- WFC13 **Diamond Sponsors** receive two (2) complimentary Full Congress registrations and ten (10) complimentary Expo Only passes to give to clients/customers. Advance Registration is required.

INCLUDED WITH STANDARD BOOTH

- Booth Size: 10' x 10'
- Backwall Drape: Gray
- Sidewall Drape: Gray
- Facility Carpeted: Yes
- 1 - 6' Gray Skirted Table
- 2 - Plastic Contour Chairs
- 1 - Wastebasket
- 1 - Booth ID Sign

PUBLISHED INFORMATION

The information listed on [THIS PAGE](#) is what will be published in the WFC13 Expo Program book. **If you have requested changes, they must be received before March 25, 2020.**

REASONS TO STAY AT THE HILTON

5 Great Reasons to Stay at the Hilton San Diego Bayfront

1. The Hilton is the CENTER of WFC 13 activities. It is a quick trip to get to the technical sessions and expo hall from your room
2. Roll out of bed and Starbucks is one button away on the elevator
3. Late night conversations at the Odysea located on the lobby level or at Fox Sports Grill or sunset cocktails at the scenic Pool Club. You're just one elevator ride away from a great night's sleep!
4. Need to take a conference call in the middle of the day? Simply take the elevator up to your room and have the privacy you need without interruptions from other conference attendees
5. The WFC 13 organizers worked hard to identify the most desirable location in San Diego for this special conference and negotiated the hotel contract to the best of our abilities. All meeting and expo space is allocated based on rooms booked by our attendees. If the conference does not meet the contracted sleeping room commitment, the hotel gets paid anyway. Unfilled rooms can cost the conference thousands of dollars.

Please support the AFS and WFC13 by staying at the Hilton San Diego Bayfront!

[RESERVE YOUR ROOM NOW!](#)

OFFICIAL WFC13 APP

The official WFC13 app is called Whova. Here's a [link](#) to download it. Please note – the app is still under construction. If you are asked for a code, please enter WFC13

LEAD RETRIEVAL

Lead retrieval will be available through the official WFC13 app, Whova. Each attendee will have a QR code on their name badge which you may scan with a smart phone to retrieve contact information. Exhibitors will also have the ability to manually enter information through the app with use of a computer if a smartphone is not available. You may find more information here: <https://whova.com/resources/how-to-guide/leadgen-tutorial/>

ATTENDEE LISTS

All exhibitors will receive an attendee list at the conclusion of the show. Exhibitors agree to use attendee lists provided by AFS *one time only*. Lists will include attendee name, attendee company name and email address. Individuals who opt out of the directory inclusion in the registration process will not be included.

ELECTRICITY & COMPRESSED AIR

- Electricity: What the facility has on site is 208v, 3-phase, 60 Hz
 - If your company has additional electricity requirements, please email [Deahna Cring](#) and copy [Tom Justice](#), Exhibit Sales Manager, and [Frank Duren](#), Hotel Electricity Provider.
- Compressed air will need to be provided through GES, cannot be provided by Hotel.
 - Please contact [Brittany Edmondson](#), GES, if your company requires compressed air.