



## **2017 CREW NETWORK MARKETPLACE EXHIBITOR GUIDE**

Wednesday, October 25, 2017  
4:30 pm – 7:00 pm  
Houston Ballroom

Marriott Marquis Houston  
1777 Walker Street  
Houston, TX 77010

## EXHIBITOR DEADLINE CHECKLIST

<b>Due Date</b>	<b>Item</b>	<b>Appendix #</b>
August 15, 2017	<ul style="list-style-type: none"><li>● Official Exhibitor Information for Guidebook</li></ul>	a
September 15, 2017	<ul style="list-style-type: none"><li>● Door Prize Form</li><li>● Booth Equipment Form</li><li>● Exhibitor Pass Designation Form</li><li>● Certificate of Insurance</li></ul>	b c d N/A
September 27, 2017	<ul style="list-style-type: none"><li>● Freeman will begin accepting shipments at their warehouse</li></ul>	N/A
October 3, 2017	<ul style="list-style-type: none"><li>● Hotel cutoff date for CREW Network convention rates</li></ul>	N/A
October 5, 2017	<ul style="list-style-type: none"><li>● Discount pricing deadline for Freeman orders</li></ul>	N/A
October 18, 2017	<ul style="list-style-type: none"><li>● Last day for shipments to Freeman warehouse <u>before</u> additional 'after deadline' charges apply</li></ul>	N/A
October 25, 2017	<ul style="list-style-type: none"><li>● Only day Freeman will receive direct shipments at the exhibit facility <b>(<u>Direct shipments are strongly discouraged</u>)</b></li></ul>	N/A

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**2017 CREW Network Marketplace Exhibitor Guide**  
**October 25 • Marriott Marquis Houston, Houston, TX**

**EXHIBITING INFORMATION & PROCEDURES**

**EXHIBIT DATE/TIME/LOCATION**

DATE: Wednesday, October 25, 2017  
TIME: 4:30 pm – 7:00 pm  
LOCATION: Marriott Marquis Houston, 1777 Walker Street, Houston, TX 77010  
ROOM: Houston Ballroom

**EXHIBIT SETUP**

**Wednesday, October 25, 2017**

**12:00 noon —4:00 pm**

Exhibitors are expected to set up their display during the time period of 12:00 noon – 4:00 pm. No one will be allowed in the Houston Ballroom before 12:00 noon, as the official service contractor will need time to set the booths and deliver freight. All booths must be set by 4:00 pm. Set up of booths will not be permitted during the hours of 4:30 pm—7:00 pm. Please be considerate of your fellow exhibitors and be on time and ready when the Marketplace opens at 4:30 pm.

**EXHIBIT DISMANTLING**

**Wednesday, October 25, 2017**

**7:00 pm - 9:00 pm**

Exhibitors may begin to clear booths at 7:00 pm. No portion of any booth may be removed before this time. **All display material must be removed from the Houston Ballroom by 9:00 pm.** Please note that exhibitors will be liable for storage and handling charges resulting from failure to remove materials by the designated time at the end of the dismantling period.

**EXHIBIT SPECIFICATIONS AND EQUIPMENT**

Each exhibitor will be provided an 8' deep x 10' wide booth space, 8' high brown and white back drape, 3' high brown side drape. The exhibit area is carpeted.

Equipment provided: one (1) 6' white skirted table, two (2) side chairs, one (1) wastebasket, and a 7" x 44" identification sign.

Please complete and return the **CREW NETWORK MARKETPLACE BOOTH EQUIPMENT form** by **September 15, 2017** so we know if you are using the booth equipment provided.

**IMPORTANT Booth regulations:**

Please reference the **2017 CREW NETWORK MARKETPLACE BOOTH AGREEMENT** for a complete list of Rules and Regulations.

1. Table top displays will be allowed.
2. All materials are confined to your 8' x 10' space.
3. No materials or displays can exceed the height of 8'.
4. Empty boxes and storage must meet Fire Marshal regulations.

5. All advertising, banners, displays, promotional activities of an exhibitor must be confined to the limits of the assigned booth space. No outside meetings, product exhibits, displays or group product discussions may be conducted anywhere without the express written consent of CREW Network.
6. The use of pins, staples, tape or other adhesives to affix materials to the skirting of the table is not permitted. Damaged skirting will be considered purchased by the exhibitor and the exhibitor will be charged accordingly.
7. Annoyance – noise levels objectionable to other exhibitors will not be allowed.
8. Serving of beverages or food from exhibitor's booth is prohibited. (candy, mints, or something similarly small is acceptable – preferably pre-packaged)
9. The hotel does not allow anything (i.e. banners, signs) to be affixed to any walls or floor on the premises.
10. No helium balloons are allowed.
11. Federal, state and local fire laws must be strictly observed. Flammable fluids and substances are prohibited. Fabrics, decorative materials, table covers, artificial plants or flowers, etc., shall be flame-proofed and subject to Fire Marshal inspection.
12. Violations of any of the above mentioned rules, or any of the Rules and Regulations as stated in the *2017 CREW Network Marketplace Booth Agreement*, may result in the cancellation of the Booth Agreement and removal of the exhibit from the Marketplace without refund or liability to CREW Network.

### **EXHIBITOR PASSES**

Exhibitors will be issued exhibitor passes on-site at the convention **which will give them access to the exhibit hall during set up, show hours and dismantling**. The exhibitor passes will be distributed at the CREW Network Registration Desk. Exhibitor passes can be picked up during registration hours, starting **Wednesday, October 25, at 7:30 am**.

Please complete and return the ***EXHIBITOR PASS DESIGNATION form*** no later than **September 15, 2017**. Each exhibiting company will receive two (2) complimentary exhibitor passes. Premier Lead Sponsor exhibiting companies receive four (4). Additional passes may be purchased for \$35 each.

**NOTE:** The **Exhibitor passes allow entrance to the exhibit hall ONLY**. To attend additional convention events, please register to attend: <http://bit.ly/crewconvention17>  
Pre-registration is available until Monday, **October 9, 2017**.

### **CERTIFICATE OF INSURANCE**

Exhibitors must have insurance coverage to include general liability and worker's compensation with minimum limits of \$1million (U.S.) each. Exhibitors must provide CREW Network a copy of a Certificate of Insurance (COI) by **September 15, 2017**, showing proof of coverage. CREW Network does NOT need to be named as an additional insured, but can be listed under the "CERTIFICATE HOLDER" section of the COI, which would include the CREW Network address below.

Please mail your Certificate of Insurance to Joyce Day, CREW Network, 1201 Wakarusa Drive, Suite D, Lawrence, KS 66049; or email to [joyced@crewnetwork.org](mailto:joyced@crewnetwork.org); or fax to (785) 832-1551.

## **OFFICIAL EXHIBITOR INFORMATION FOR CONVENTION GUIDEBOOK**

Exhibitor contact information and their product or service description for the 2017 CREW Network Convention Guidebook **must be submitted online**. See complete details in Appendix a.

Submittals after **August 15, 2017** will not be guaranteed a complete listing in the Convention Guidebook.

The convention guidebook will be distributed to attendees at the convention.

### **DOOR PRIZES**

To encourage networking at the Marketplace, exhibitors may have a door prize in their booth. CREW Network will provide a Marketplace flyer to all attendees, which will include a floor plan of exhibitors, as well as a list of the exhibitors with door prizes to be given away. Maximize your exposure and increase traffic to your booth by being included!

Door prizes should have a value of \$200 or more.

If you are interested in having a door prize AND want to be listed in the Marketplace flyer as having one, please complete and return the **CREW NETWORK MARKETPLACE DOOR PRIZE form** no later than **September 15, 2017**.

#### **Onsite procedure regarding door prizes:**

Please see that the person(s) working your booth have & understand the door prize procedure.

- Each exhibitor is responsible for collecting business cards or have forms for attendees to fill out at your booth for your door prize.
- No later than **6:45 p.m.**, we request you draw your winner.
- Each exhibitor will be given a form in their onsite exhibitor packet to fill in your company name & door prize, and your winner's name & company.
- CREW Network staff will pick up this completed form from you before the Marketplace closes at 7:00 p.m. If you are missed, you may turn in your form at the CREW Network registration desk immediately after the Marketplace closes at 7:00 p.m.
- CREW Network will then post exhibitors with door prize winners in the CREW Network convention registration area throughout the remainder of the convention.
- Each exhibitor is responsible for contacting and delivering their prize to their winner.

### **GIVEAWAYS AT YOUR BOOTH**

Giveaway items are permitted as long as they are distributed within the contracted exhibit booth. We suggest a quantity of 400-500.

### **ELECTRICAL, INTERNET CONNECTION and AUDIO VISUAL**

Electrical power, internet, and audio visual equipment will be available through Encore Event Technologies at the Marriott Marquis Houston hotel. Check the Freeman Service Kit for complete details and ordering procedures for these items.

## **SERVICE CONTRACTOR**

### **Freeman**

9258 Park South View, Suite 100  
Houston, TX 77051  
Phone: (713) 770-6750; Fax (469) 621-5613  
Email: [FreemanHoustonES@freemanco.com](mailto:FreemanHoustonES@freemanco.com)

Online ordering: [www.freemanco.com](http://www.freemanco.com) or  
<https://www.freemanco.com/store/show/landing.jsp?nav=02&review=true&showID=450650>

Freeman's Customer Support Center for assistance with online ordering: (888) 508-5054 toll free US & Canada; or (512) 982-4186 or (817) 607-5000 local and international.

CREW Network has designated **Freeman** as the official "Service Contractor" to coordinate and oversee the service needs for the 2017 CREW Network Marketplace. They are also responsible for the material handling.

- **It is the exhibitor's sole responsibility for any shipment & material handling charges for their booth materials.**
- **Material handling** includes unloading your exhibit material, storing in advance starting September 27 at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event.
- **Freeman** will have an exhibitor's service center staffed on site so that you can inquire about shipping/receiving freight.

**Refer to the Freeman website listed above for Freeman Quick Facts and other forms for complete details on shipping and placing orders. If you need assistance with, or have questions about your order, call Freeman's customer service number listed above.**

## **SHIPPING**

Freeman has been designated as the official carrier for the CREW Network Marketplace. For your convenience, Freeman will receive your freight at their warehouse and transfer it to the Marriott Marquis Houston hotel (as well as handle other material handling details listed above). In order to make the exhibitor move-in process as smooth as possible, CREW Network **encourages all exhibitors to advance ship their exhibit materials to Freeman's warehouse.**

Freeman will accept shipments beginning **Wednesday, September 27, 2017** at this **advance shipment** address:

**Exhibiting Company Name / Booth # \_\_\_\_\_**  
**2017 CREW Network Convention & Marketplace - 450650**  
**C/O Freeman**  
**9258 Park South View, Suite 100**  
**Houston, TX 77051**

**NOTE:** See Freeman *Quick Facts* and Service Kit for full shipping details, information, deadlines and rates.  
**It is the exhibitor's sole responsibility for any shipment & material handling charges for their booth materials.**

**Do NOT ship advance freight to the Marriott Marquis Houston.** The hotel is not capable of storing your shipment and the freight may be returned to the sender.

We **strongly** encourage you to send your shipment to Freeman's warehouse **in advance**. If you decide to ship to the show site, please refer to Freeman's *Quick Facts* sheet for details on how your shipment is to be received **ONLY** on October 25, 2017 at the hotel.

### **STORAGE OF BOXES DURING THE MARKETPLACE**

Small boxes, including giveaways, can be stored under the exhibitor's table in their booth during the marketplace in such a manner consistent with fire regulations. All other boxes and containers will be collected by Freeman to be stored during the show and returned to the exhibitor at the end of the show.

### **HOTEL INFORMATION, ROOM RESERVATIONS**

The headquarters hotel is the Marriott Marquis Houston, 1777 Walker Street, Houston, TX 77010, (713) 654-1777

Reserve your hotel room by **October 3, 2017** to guarantee the special convention rate of \$185 USD + tax & fees (single or double). Reservations made after this date or after the contracted block of rooms is full, will be based on space and rate availability.

### **CONVENTION REGISTRATION IS REQUIRED IN ORDER TO MAKE A HOTEL ROOM RESERVATION.**

Once you have registered for the convention or your *Exhibitor Pass Designation* form has been processed, you will receive a confirmation notice that gives you the link to make your hotel reservation.

#### **To register for the convention/marketplace:**

- If you are attending the full convention, you may register online at: <http://bit.ly/crewconvention17> **AND** complete the *Exhibitor Pass Information* form in order to be admitted to the marketplace as an exhibitor.
- If you are attending ONLY the marketplace as an exhibitor, complete the *Exhibitor Pass Information* form and return it to CREW Network as directed on the form.

### **TRAVEL INFORMATION**

Please check the 2017 CREW Network Convention & Marketplace website for complete travel information.

<http://bit.ly/crewconvention17>

### **QUESTIONS**

If you have any questions or need additional information concerning the CREW Network Marketplace, please contact Joyce Day, CREW Network, at (785) 832-1808, or email: [joyced@crewnetwork.org](mailto:joyced@crewnetwork.org)

For information regarding the convention schedule or other related convention information, please refer to the convention website at: <http://bit.ly/crewconvention17>

**DUE AUGUST 15, 2017**

**OFFICIAL EXHIBITOR INFORMATION FOR CREW NETWORK CONVENTION GUIDEBOOK**

Exhibitor contact information and their product or service description for the 2017 CREW Network Convention Guidebook **must be submitted online**.

Fill out all information you want listed and leave blank the information you do not want listed in the convention guidebook. So that you may have the information ready before clicking on the link, the form will ask you for the following:

- Company Name
- Company Contact & their title
- Address
- City, State, Zip
- Telephone
- Email Address
- Company Website Address
- Product or Service Description of your company. MAX length of 275 characters (not words), including spaces

Once you have the above information compiled, click here to complete the form:

[https://crewnetwork.formstack.com/forms/2017\\_exhibitor\\_listings](https://crewnetwork.formstack.com/forms/2017_exhibitor_listings)

Submittals after **August 15, 2017** will not be guaranteed a complete listing in the Convention Guidebook.

The convention guidebook will be distributed to attendees at the convention.

Direct questions to: Joyce Day  
Email: [joyced@crewnetwork.org](mailto:joyced@crewnetwork.org)  
Phone: 785-832-1808



Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
2017 CREW Network Marketplace – Houston, TX

**DUE September 15, 2017**

**CREW NETWORK MARKETPLACE DOOR PRIZE FORM**

**Maximize your exposure and encourage booth traffic by offering a Door Prize!**

CREW Network will list all exhibitors with door prizes on the Marketplace flyer provided to attendees – so they know the booths not to miss! To guarantee your door prize is listed on the flyer, this form must be returned no later than **September 15, 2017**.

The exhibitors and their winners will be posted by the CREW Network registration area throughout convention. Each exhibitor is responsible for contacting and delivering their prize to their winner.

Please see the **2017 CREW Network Marketplace Exhibitor Guide** for additional information on door prizes.

YES, we will have a door prize in our booth (over \$200 value please)

Please list door prize so it can be included in the flyer \_\_\_\_\_

NO, we will not have a door prize in our booth

Please return completed form to: Joyce Day  
Email: [joyced@crewnetwork.org](mailto:joyced@crewnetwork.org)  
Fax: (785) 832-1551

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
2017 CREW Network Marketplace – Houston, TX

**DUE September 15, 2017**

**CREW NETWORK MARKETPLACE BOOTH EQUIPMENT FORM**

Every exhibit space comes with a 6' x 30" white skirted table, 2 chairs and a wastebasket. Please confirm below by checking these items if you want them (as not all exhibitors do).

6' x 30" skirted table       2 chairs       Wastebasket

Note: Additional equipment can be ordered through Freeman, the service contractor.  
[www.freeman.com](http://www.freeman.com)

Please return completed form to:      Joyce Day  
Email: [joyced@crewnetwork.org](mailto:joyced@crewnetwork.org)  
Fax: (785) 832-1551

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
2017 CREW Network Marketplace – Houston, TX

**DUE September 15, 2017**

**EXHIBITOR PASS DESIGNATION FORM**

**Exhibitor passes allow entrance to the exhibit hall ONLY.**

To attend additional convention events, please register to attend: <http://bit.ly/crewconvention17>

- Each exhibiting company receives two (2) complimentary exhibitor passes
  - **Premier Lead sponsor exhibiting companies** receive four (4)
- Passes allow entrance to the exhibit hall during set up, show hours and dismantling only
- Passes can be picked up onsite at the CREW Network Registration Desk

**Please list the names of the people using the two complimentary passes below.**

***Convention registrants must complete this form to receive an exhibitor pass which allows entrance during set-up.***

**COMPLIMENTARY EXHIBITOR PASSES**



NAME \_\_\_\_\_ COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY,ST,ZIP \_\_\_\_\_  
PH \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

WILL **ALSO** BE REGISTERING FOR CONVENTION or  **ONLY** ATTENDING MARKETPLACE or  UNDECIDED



NAME \_\_\_\_\_ COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY,ST,ZIP \_\_\_\_\_  
PH \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

WILL **ALSO** BE REGISTERING FOR CONVENTION or  **ONLY** ATTENDING MARKETPLACE or  UNDECIDED

**Additional exhibitor passes may be purchased for \$35 each. Exhibitor passes ONLY get them into the Marketplace, not the full convention.** Provide full information for each additional pass required, and complete the payment section at bottom. Attach pages, if necessary.

**(REMINDER: Premier Lead Sponsors receive 4 complimentary passes.)**



NAME \_\_\_\_\_ COMPANY \_\_\_\_\_



ADDRESS \_\_\_\_\_ CITY,ST,ZIP \_\_\_\_\_  
PH \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

WILL **ALSO** BE REGISTERING FOR CONVENTION or  **ONLY** ATTENDING THE MARKETPLACE or  UNDECIDED

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_



ADDRESS \_\_\_\_\_ CITY,ST,ZIP \_\_\_\_\_  
PH \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

WILL **ALSO** BE REGISTERING FOR CONVENTION or  **ONLY** ATTENDING THE MARKETPLACE or  UNDECIDED

**PAYMENT:**

**TOTAL FEES: # of additional exhibitor passes purchased \_\_\_\_\_ X \$35 each = \$ \_\_\_\_\_**

Card Number \_\_\_\_\_

VISA / MC / AMEX / Discover

Cardholder's Name \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

Billing Zip \_\_\_\_\_

**d. Please return completed form to: Joyce Day | [joyced@crewnetwork.org](mailto:joyced@crewnetwork.org) | Fax: (785) 832-1551**