



## **SBE Exhibitors Information**

Welcome and thank you for choosing to exhibit at Solar Business Expo

### **Important Things to Note**

The exhibition is one day

Visitors will have extra time to visit your booth

You will have plenty of time for networking and you will enjoy the show

### **Show Format**

Dress Code: Business Attire or Business Smart

No one under 15 years of age will be admitted to SBE

Bring your business cards, SBE is a business platform

### **Badge Pickup**

When you arrive at the venue, signs will guide you to the location where you can pick up your credentials and learn where your booth is located.

### **Setup Time**

Booth Setup: 7:30 AM - 9:00 AM

Please plan to arrive at the venue with enough time to have your booth set up by 8:45 AM and be ready 9:00 AM for the expo opening.

Alternatively, you may set up on Monday evening from 5:00 PM – 10:00 PM.

### **Expo / Show Time**

The expo hall opens at 9:00 AM and closes at 5:00 PM.

### **Packing Time:**

Breakdown: 4:00 PM – 8:00 PM

Exhibits can be dismantled starting at 4:00 PM up till 8:00 PM

### **Loading**

All unloading and loading needs to be done via the loading dock, and we shall send further details.

### **Booth Needs**

For electrical, internet access or audio/visual support, please contact us.

### **Shipping / Receiving**

The Venue will receive and store boxes for you prior to the event, and we shall send further details.

### **Advance Shipping**

Advance shipping begins one week prior to the event and we shall send further details.

### **Outbound Shipping**

The procedures for outbound shipping will be send must be completed prior to Exhibitor Move-Out.

### **WIFI**

Free Wi-Fi connection will be available inside the venue for the duration of the event.

### **Social Network**

We love to see your tweets and Facebook posts. Make sure you use our #SBE hashtag before, during, and after the event.

Thank you for exhibiting at Solar Business Expo

**Solar Business Events** are organized by **Global Attain Advancement (GAA)** and supported by partners & sponsors.

Contacts:

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