



# 2025 Quick Reference Guide

**Expo Dates:**

January 9-10

Orlando World Center Marriott, Orlando, FL

## QUESTIONS?

Furniture / Floorcovering / Signage / Labor / Shipping / Cleaning/ AV / Turnkey Booth Options – contact The Expo Group Exhibitor Services Team, (972) 580-9000, [exhibitorservice@theexpogroup.com](mailto:exhibitorservice@theexpogroup.com).

Electrics / Internet/ Compressed Air – visit <https://ordering.ges.com/052697495>

General Exhibitor Questions (including booth location and registration) – Potato Expo Management, [exhibit@potato-expo.com](mailto:exhibit@potato-expo.com).

## SHIPPING INFORMATION

Advanced deliveries:	Direct Shipping deliveries:
Accepted Wed., Dec. 4, 2024 through Thurs., Jan. 2, 2025 (Receiving Hours: 9:00 AM – 3:30 PM / M – F)  *Materials arriving after Jan. 2 will be received at the warehouse with an additional after deadline surcharge.	Accepted beginning Wed., Jan. 8.
Exhibiting Company Name / Booth # _____ Potato Expo 2025 C/O The Expo Group 2502 Lake Orange Drive Orlando, FL 32837	Exhibiting Company Name / Booth # _____ Potato Expo 2025 C/O The Expo Group Orlando World Center Marriott – Cypress Ballroom 8701 World Center Drive Orlando, FL 32821

<b>EXHIBITOR ONSITE REGISTRATION</b>	<b>TRADE SHOW HOURS</b>
Wed., Jan. 8, 12:00 PM - 6:00 PM Thurs., Jan. 9, 8:00 AM – 10:00 AM	Thurs., Jan. 9, 11:00 AM - 6:30 PM Fri., Jan. 10, 9:00 AM - 5:00 PM
<b>EXHIBITOR MOVE-IN</b>	<b>EXHIBITOR MOVE-OUT</b>
Wed., Jan. 8, 12:00 PM - 6:00 PM Thurs., Jan. 9, 8:00 AM – 10:00 AM	Fri., Jan. 10, 5:00 PM - 10:00 PM Sat., Jan. 11, 8:00 AM –11:00 AM, 9:00 AM latest carrier check-in for freight pick up.

## CERTIFICATE OF INSURANCE

Exhibitor is required to provide a certificate of General Liability Insurance, naming the National Potato Council/Potato Expo as an additional insured in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate, for bodily injury and property damage to protect against claims arising out of the operation of its exhibit. In addition, a Certificate of Insurance providing evidence of Workers' Compensation Insurance is also required. All Certificates of Insurance must be submitted by December 11, 2024. The provisions of such insurance shall not be amended or changed without notice to

National Potato Council/Potato Expo. All required insurance policies must be issued by an insurance carrier with an A.M. Best Rating of A-8 or better. Coverage for the Additional Insured shall apply on a primary basis and provide a waiver of subrogation in favor of the additional insured.

Certificates of Insurance should be uploaded to the Exhibitor Service Center. Log in information can be found in your exhibit booth confirmation email or email [exhibit@potato-expo.com](mailto:exhibit@potato-expo.com) for instructions.

### **BADGE REGISTRATION**

Each 10' deep by 10' wide Exhibit Booth comes with two complimentary All-Access Passes. To register for your complimentary passes, go to the [Exhibitor Service Center](#). To log in, you will need the email and password from your exhibit booth confirmation email.

### **DÉCOR**

Each 10' deep by 10' wide inline Exhibit Booth comes with 6' x 2' x 30" white draped table, two side chairs and one wastebasket.

- [Drape color](#) – Gold and White
- [Table skirt](#) – White
- [Booth carpet](#) – The exhibit hall has existing multi-color carpet. Booth carpeting can be ordered but is NOT required.

Order additional items by [December 9, 2024](#), with The Expo Group to receive advanced rates.

### **RULES AND REGULATIONS**

Please review the [Guidelines for Display Rules and Regulations](#) for booth display guidelines.

### **ONLINE INTERACTIVE FLOORPLAN AND COMPACT LISTINGS**

Update your listing by [December 11, 2024](#), to be included on the online interactive floorplan. The online interactive floorplan resource used by attendees to learn who is exhibiting at the show and to locate company contact information.

Note: If you exhibited last year your company was carried over but needs to be reviewed. You can review your company description in the [Exhibitor Service Center](#). Login information can be found in your exhibit booth confirmation email.

### **FOOD AND BEVERAGE**

Contact Ashley Martinez Cotto and Aliyah Bryson, [ashley.martinezcotto@marriott.com](mailto:ashley.martinezcotto@marriott.com) and [Aaliyah.Bryson@marriott.com](mailto:Aaliyah.Bryson@marriott.com) by [December 9, 2024](#). Refer to the Orlando World Center Marriott [Catering Menus](#) to order any meals, snacks, beverage and other.