



SupplySide[®]
PHX

2021

Exhibitor Service Kit



SupplySide[®] PHX

Thank you for exhibiting at SupplySide PHX Pop-Up! We'd like to thank you for your support as we continue to work together to serve the needs of this industry. Please review this Exhibitor Service Kit to help you plan for a successful show. For questions, contact us at suppliesidepopup@informa.com or (480) 281 – 6783.

Venue Information

Location: Hyatt Regency Phoenix, Regency Ballroom

Dates: June 11, 2021

Address: 122 N 2nd St, Phoenix, AZ 85004

Show Schedule

Exhibitor Move-In

June 11: 7:30am – 9:30am

Event Hours

June 11: 10:00am – 3:00pm

Exhibitor Move-Out

June 11: 3:00pm – 5:00pm

*Dates and hours are subject to change.

Contact Us

suppliesidepopup@informa.com

(480) 281 - 6783

Registration

Each exhibitor receives an allotment of two (2) complimentary registrations. To complete registration, please reference the email sent directly to the Key Contact, that includes your customized registration link. If you need assistance with your registration details, please contact suppliesidepopup@informa.com or (480) 281 – 6783.

Hotel Reservations

Book hotel directly with Hyatt Regency Phoenix [here](#) using Special Offer Code: **CHEERS** for 15% off of the daily hotel rate.

Hyatt Regency Phoenix

122 North Second Street, Phoenix, Arizona, United States, 85004

(602) 252 - 1234

Exhibitor Listing

Update your exhibitor listing for the SupplySide PHX Pop-Up's Exhibitor Directory [here](#). Preview your listing [here](#).

Transportation

Taxi Service:

- Approximately \$25 one way from Sky Harbor Airport

The following taxis are contracted to pick up passengers from Phoenix Sky Harbor:

- AAA/Yellow Cab (480) 888 – 8888
- Mayflower Cab (602) 955 – 1355
- VIP Taxi (602) 300 – 3000

Light Rail:

Head two blocks south of Hyatt Regency Phoenix to the Jefferson Street and Washington / 3rd Street Valley Metro Rail station for convenient transportation to East Valley, Mill Avenue, Tempe, and Phoenix Sky Harbor International Airport.

Parking

Self Parking is available at the following parking garages:

- Phoenix Convention Center - Regency Garage (2nd Street & Adams)*
122 N. 2nd St Phoenix, AZ 85004
- Chase Tower Parking Garage (2nd Street & Monroe)
201 N. 1st St. Phoenix, AZ 85004

*Daily parking rates apply. Discounts will be offered to Hyatt Regency Phoenix hotel guests.

Hand Carry Items

- You can hand-carry your own materials into the ballroom. Hand-carry materials may only be brought in through the back of the ballroom if one (1) person can carry the item unassisted. Designated parking meters will be available for exhibitors to park and unload at the back of the ballroom, along 1st street and Monroe.
- You will not be permitted access to the loading dock or freight areas.
- You may not leave your car unattended at any time at the curb.
- You must move-in during regular installation dates and hours.

Insurance

All exhibitors must carry and maintain insurance during the entire event from move-in to move-out. Please find the sample certificate of insurance (COI) on page 9. Please keep a copy of your COI in your tabletop space, Show Management does not collect them.

Electric/AV/Internet:

Please use the form on page 8 to order electrical service, audio/visual and internet if you require them. Submit the order form by **June 7, 2021** for guaranteed service.

Sampling

All Exhibitors who are sampling are required to submit a sampling form [here](#) by May 21, 2021.

Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company. Samples are required to be prepackaged in a sealed manner by the manufacturer. All items are limited to sample size*:

- Food items – Four (4) ounces
- Non-Alcoholic Beverage – Eight (8) ounces

*The serving and sampling of Hemp-Based CBD products are permitted only when the product is the brand name of the exhibitor, manufactured or distributed by the exhibitor.

- Bite Size food and Hemp-based CBD samples are one (1) ounce or less. Food/Supplement products for sampling may not contain CBD isolate.
- Non-Alcoholic and Hemp-based CBD beverages are limited to a maximum of two (2) ounces or less. Hemp-based beverage products for sampling may not contain CBD isolate.
- Full sized product samples will be permitted if the product is given out in the manufacturer sealed original packaging. Hemp-based CBD products are excluded.
- For additional Hemp-based CBD sampling guidelines, please contact SupplySideCompliance@informa.com.

Tabletop Regulations

Each contracted tabletop space is limited to (not provided):

ONE table-mounted display [height may not exceed 5ft (1.5m) from the table surface]

OR

UP TO TWO TOTAL of the following display combinations:

- Pull-up banner positioned behind the table [maximum 3ft (0.9m) wide and 8ft (2.4m)high]
- Easel positioned behind the table
- Table top or floor standing monitor positioned behind or on the table

Amenities Included:

- One (1) draped table 6'L x 2'W x36"H.
- ID sign to display on table
- Two (2) chairs
- Ballroom is carpeted

**ONLY 2 individuals can manage the tabletop space at a time due to physical distancing regulations.*

Tabletop Depth & Height

Display space does not extend beyond table width. Two chairs are placed behind the table.

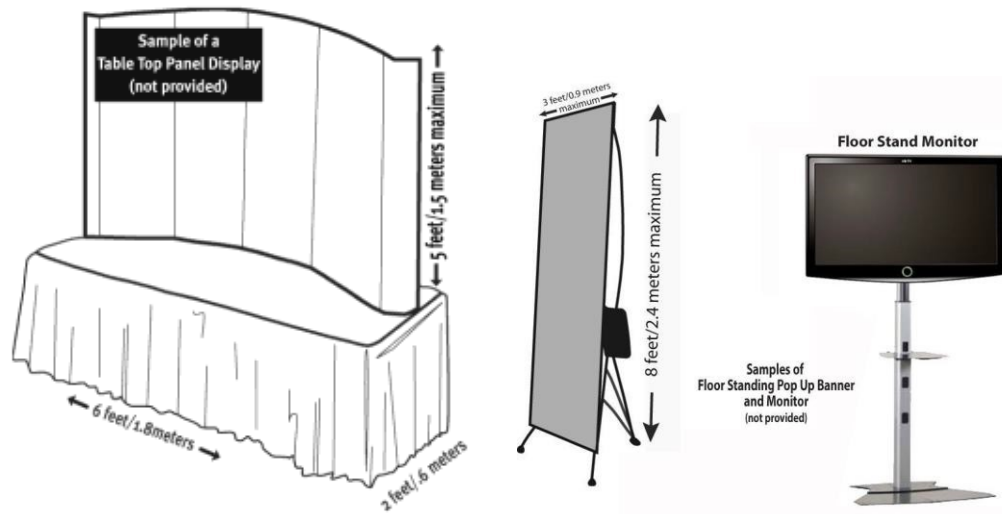
Tabletop Height

Exhibit fixtures, signage, products, etc. must be placed on top of the tabletop. There is no drape behind the tables to hang banners and nothing may be affixed to any venue structure. Maximum height permitted on top of the table is 5'0".

Storage

Storage is only allowed underneath tabletop. No items are allowed to be stored or set up surrounding your table.

Exhibitors may be asked to remove any display items not in compliance with these guidelines. Rules and regulations are subject to change.



Shipping Information

Please feel free to bring your display materials with you when you travel to Phoenix or ship them in advance.

Shipping to the Show

Below is the correct labeling for all incoming packages to the Hyatt Regency Phoenix:

*Hyatt Regency Phoenix
122 N 2nd St, Phoenix, AZ 85004
SupplySide Event – 6/11/21
Company Name & Contact
Number of Boxes (Example: Box 1 of 2)*

PLEASE NOTE:

It is **extremely important** that all packages be labeled to the attention of the guest **receiving** the package. Materials are to arrive no more than 7 days in advance of the group arrival. If shipping, please have materials arrive no sooner than Friday, June 4, 2021.

Hyatt Regency Phoenix Shipping and Receiving Charges:

Receiving:

From (lbs.)	To (lbs.)	Fee
1	5	\$5.00
5+	20	\$10.00
20+	50	\$15.00
50+	100	\$25.00
100+	-	\$75.00

Ship Outs: No cost.

*These charges are in addition to the individual carrier shipping services.

Shipping Out

- When the show closes at 3pm, Friday, June 11th, you may begin packing your tabletop properties. Early move out is not permitted, as it is disrupting for neighboring exhibitors who are trying to do business.
- Once you have coordinated outbound shipping, packed and labeled your freight, leave your freight in the tabletop space. Make sure they are labeled for shipping, including the full address of where the shipment is going. It is also recommended to include a cell phone # and contact name on the label as well. This can be helpful in the event of a shipping issue.

For additional shipping, copy and print services we recommend FedEx Office Print & Ship Center

FedEx Office Print & Ship Center

201 E Washington St 101
Phoenix, AZ 85004 US

(602) 252-4055

Monday – Friday: 9:00am – 8:00pm

Saturday – Sunday: Closed

Please submit orders by June 7, 2021 for guaranteed services.



encore™

AUDIOVISUAL ORDER FORM

SupplySide

Please return order form to Justin Anderson @ justin.anderson@encoreglobal.com

AUDIOVISUAL ITEMS:	DAILY RATE:	QTY:	DAYS OF USE:	TOTAL:
PROJECTION PACKAGE: TRIPOD SCREEN, CART, CABLING, AND PROJECTOR	\$1,055.81			
PROJECTION SUPPORT PACKAGE: TRIPOD SCREEN, CART, AND CABLING	\$187.72			
BREAKOUT PROJECTOR: 3,7000 LUMEN PROJECTOR	\$724.04			
22" FLAT PANEL COMPUTER MONITOR	\$326.99			
46" LED MONITOR & MOBILE STAND PACKAGE:	\$787.09			
55" LED MONITOR & MOBILE STAND PACKAGE:	\$1,093.06			
POLYCOM CONFERENCE PHONE	\$244.35			
LAPTOP COMPUTER	\$376.03			
COMPUTER AUDIO: COMPUTER AUDIO CONNECTION INTO EXSISTING SOUND SYSTEM	\$123.86			
COMPUTER AUDIO INTO HOUSE SOUND: COMPUTER AUDIO INTO HOUSE SOUND SYSTEM	\$362.02			
WIRELESS MICROPHONE: HANDHELD OR LAVALIER	\$385.30			
WIRELESS MICROPHONE INTO HOUSE SOUND: HANDHELD OR LAVALIER	\$772.26			
WIRELESS PRESENTER/ LASER POINTER:	\$91.06			
FLIPCHART STANDARD	\$105.56			
FLIPCHART POST- IT	\$132.71			
OTHER:				
OTHER:				
INTERNET ACCESS:				
Wireless Internet connection	\$25.22			
Wired Internet Connection	\$25.22			
POWER:				
120V AC 20-AMP DEDICATED CIRCUIT: INCLUDES CABLE AND POWER STRIP	\$346.16			
120V BASIC NON DEDICATED CIRCUIT: INCLUDES CABLE AND POWER STRIP	\$58.84			
POWER - 60 AM PACKAGE	\$658.39			
POWER - 100 AMP 3 PHASE	\$1,106.36			
POWER - 200 AMP 3 PHASE	\$2,199.15			

SUBTOTAL:

COMPANY NAME		CONVENTION NAME: SupplySide PHX	
SETUP DATE & TIME: 6.11.21	REMOVAL DATE & TIME: 6.11.21	BOOTH/ SUITE/ ROOM:	
BILLING ADDRESS:	CITY:	STATE & POSTAL CODE:	
CONTACT NAME:	PHONE:	FAX:	
EMAIL ADDRESS:	ON-SITE CONTACT:		

NAME ON CARD:

CARD TYPE: AMEX VISA DISCOVER MASTERCARD

CREDIT CARD NUMBER:

EXPIRATION DATE: ZIP CODE: SECURITY CODE:

AUTHORIZED SIGNATURE: DATE:

* I understand that I will be held fully liable for any damage to or loss of the above listed equipment.

Basic power is required for any Exhibitor in need of electricity. Building utility outlets are not part of the booth space and are not to be used by an Exhibitor unless otherwise specified. Proper voltage & amperage requirements remain the Exhibitors responsibility. Only Encore technicians shall make special or direct wiring connections. All of our equipment complies with all Federal, State and City regulations. Exhibitor's cords must be of the 3-wire grounded type. **All listed pricing includes hotel service charge, Labor charge and sales tax.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Exhibitor Name Exhibitor Street Address or P.O. Box Vendor City, State & Zip Code	INSURER A: Name of Insurance Company	Enter NAIC#
	INSURER B: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER C: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER D: Name of Insurance Company (if applicable)	Enter NAIC#
	INSURER E: Name of Insurance Company (if applicable)	Enter NAIC#

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CLASS	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Enter Policy #	Enter Effective Date	Enter Expiration Date Must be up until move out day for SupplySide PHX Pop-Up	EACH OCCURENCE: 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE: 2,000,000 PRODUCTS - COMP/OP AGG: 1,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	Enter Policy #	Enter Effective Date	Enter Expiration Date	COMBINED SINGLE LIMIT (Each Occurrence): NOT NECESSARY BODILY INJURY (Per person): \$ NOT NECESSARY BODILY INJURY (Per accident): \$ NOT NECESSARY PROPERTY DAMAGE (Per accident): \$ NOT NECESSARY
A	<input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	AUTO ONLY - EA ACCIDENT: NOT NECESSARY OTHER THAN AUTO ONLY: EA ACC: \$ NOT NECESSARY AGG: \$ NOT NECESSARY
A	<input checked="" type="checkbox"/> EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$Enter Amount	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date Must be up until move out day for SupplySidePHX Pop-Up	EACH OCCURENCE: \$ IF IT APPLIES AGGREGATE: \$ IF IT APPLIES \$ \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Enter Policy # FOR EAC'S ONLY!!!	Enter Effective Date	Enter Expiration Date Must be up until move out day for SupplySidePHX Pop-Up	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT: Based on EAC\EVENT E.I. DISEASE - EA EMPLOYEE: Based on EAC\EVENT E.I. DISEASE - POLICY LIMIT: Based on EAC\EVENT
	<input type="checkbox"/> OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured: Informa Markets, SupplySide PHX Pop-Up, Hyatt Regency Phoenix

CERTIFICATE HOLDER Informa Markets, 2020 N Central Ave, Suite 400, Phoenix, AZ, 85004	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO
--	---

	SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.