

Expo Convention Contractors, Inc. has been chosen as the Official Service Contractor for the **SAAC Expo**. We are prepared to assist you in every way possible to ensure a successful marketing presentation for your company. Expo has an online marketplace that provides an easy way for you to order all of your show services. Our system is user friendly and visually driven, making it easy to navigate.

You still have the option to download the PDF Exhibitor Manual, but you must first log in to the online marketplace. Below are instructions for how you can access our online marketplace or download your PDF Exhibitor Manual.

- ◆ Once you have successfully registered for a booth with the show manager, Expo will receive your contact information. We will then email you a unique temporary password, as well as a link to our storefront (<https://expocci.boomerecommerce.com/>).
- ◆ When you log in for the first time, you will be prompted to update your password, keeping your order and payment information confidential and accessible only to you. If you were an exhibitor last year or have logged into our storefront before, your password will be whatever you changed it to the last time you logged in. You always have the option to reset your password from the login page.
- ◆ After you have logged in, you will be directed to your Event Homepage. Here you will find important show dates and times, booth equipment, shipping deadlines and shipping addresses.
- ◆ From your Event Homepage, you will also notice a menu on your left hand side. From these menu options you can start shopping to place your order online, print shipping labels, access subcontractor forms and download your PDF Exhibitor Manual.
- ◆ Freight shipments will incur a material handling charge. Please see the Shipping Information section of the online marketplace for posted rates. By having a credit card on file prior to move-in, Expo can deliver your shipment to your booth space in a timely manner.
- ◆ All remaining balances are to be paid prior to the show. If you have an open balance after the show has closed, a 25% administrative charge will be assessed to your invoice.
- ◆ **Please pay special attention to the deadline dates for placing your order and shipping your booth materials. The deadline date to receive Advance Warehouse freight is August 8, 2023 and Direct to Show shipments will be accepted on August 15, 2023.**
- ◆ Please call our Exhibitor Service Department if you need assistance. We're here to help! You can reach us at (305) 751.1234 or by email at [info@expocci.com](mailto:info@expocci.com).