

General Exhibitor Information

For additional information on exhibit space or outside demo space, please call Nanci at 973-251-5056.

- Review booth move-in, safety inspection, and move-out procedures and schedules.
- Show color scheme for FDIC 2012: Black and Tan. Aisle carpet will be **BLACK & TAN TUXEDO TWEED**.
- ALL aisles will be carpeted throughout the Exhibit Halls. Exhibit Booths in ICC Halls A-K and Lucas Oil Stadium must be carpeted completely, including beneath apparatus. Exhibits outside the Main Hall or in the main hallways do not need to order carpet unless desired. **Carpet in the Main Exhibit Halls (including corridors) and Lucas Oil Stadium are required.**
- **EXHIBITOR BADGES**
 - If you receive an Exhibitor Badge in the mail, it is not necessary to go to the Exhibitor Registration (at main registration areas). Take the contents of the envelope to any "Badge Holder Pick-up" counter to collect your badgeholder.
 - If you did not receive your Exhibitor Badge prior to the show, you can pick up your badge at Exhibitor Registration in the MD Street Lobby or LOS upon arrival.
 - Only authorized representatives of exhibiting company can pick up exhibitor badges.
 - **Exhibitor Badges must be worn at all times to gain entrance into the exhibit halls (from move-in through move-out).**
 - If it is necessary to leave a badge for an exhibitor, direct that person to pick up his/her badge at Exhibitor Registration in the MD Street Lobby of the ICC or in LOS.
 - If you have any problems with exhibitor badges, proceed to Exhibitor Registration.
 - All Guest Badges are to be picked up at General Registration, located in the Hoosier Hallway, located in the main entrance to the Indiana Convention Center off Capitol street or Lucas Oil Stadium.
- **NO GUESTS ARE ALLOWED ON EXHIBIT FLOOR DURING MOVE-IN OR MOVE-OUT. GUESTS ARE ONLY ALLOWED ON THE EXHIBIT FLOOR DURING EXHIBIT HOURS.**
- Check to see if all your equipment (freight) has been delivered to your booth, and if all rented items you ordered are there, including electricity. If not, go directly to the Brede exhibitor services area located in the room 111-112 in the Indiana Convention Center and in Lucas Oil Stadium.
- Be familiar with union regulations. If you encounter any problems, please locate an FDIC or Brede staff member to assist you.
- Set-Up/Break-Down Personnel: work crew personnel must wear a Work Pass to gain entrance into the exhibit halls. Work passes can be obtained at EAC check-in off the back dock.
- Furniture, carpet, labor, telephone, and/or electric can be ordered onsite, however advance orders are recommended.
- **Arrange to have crates tagged with EMPTY stickers and removed from the floor no later than Wednesday, April 18, 2012, 5:00pm.**
- Review the safety inspection checklist before inspection on Wednesday, April 18, 2012. Safety inspection will conclude Wednesday night.
- Full show lighting is scheduled one and a half hours prior to the opening of the exhibits, Thursday, April 19, 2012. Ample lighting will be provided for the cleaning of apparatus and setting up of your booth space.
- **Under no circumstances will inappropriate literature, gimmicks or questionable attire to promote any product be allowed. FDIC event management shall make such determinations in its sole discretion.**
- Exhibitors not in compliance with the Rules and Regulations of FDIC, the Indiana Fire Department, the Convention Center and IAEM will be asked to leave the premises.

Exhibitor Lounge

- Open Monday, April 16, 2012 at 9:00 am through Saturday, April 21, 2012 at 5:00 pm.
- Located on the Lucas Oil Stadium hall, booth number 9000
- On-Site Contact Information
Nanci Yulico: 201-913-8756
- Equipped with:
 - light catering for exhibitors
 - fax machine
 - exhibitor services
 - exhibitor rebooking
 - FDIC sales team
- Sign up for FDIC 2013 will be in the Exhibitor Rebooking Lounge. You will also be able to sign up for all upcoming FDIC events.
- The Exhibitor Rebooking Lounge offers complimentary beverages and snacks. **No food or drinks are to be carried out of the Exhibitor Rebooking Lounge.**
- In order to access the Exhibitor Rebooking Lounge, exhibitors must wear their FDIC issued badges at all times.