

### Guidelines for Dual-Show Participation

Hargrove has worked with DBIA Show Management to provide a guideline covering some questions frequently asked by exhibitors who participate in both the DBIA Water-Wastewater and Transportation/Aviation conferences. Please use the below for reference and contact Hargrove Exhibitor Services with any additional questions.

#### Ordering Booth Furnishings & Services

##### Will I need to submit separate furnishing and carpet orders for each show?

Yes, separate orders will need to be completed for each show. Your order for one show will not carry over to the other.

##### Is there a discount for staying in the same booth space location for the duration of both shows (all 4 days)?

A 25% discount will be applied to carpet and standard booth furnishings if identical orders are placed for both shows. Provided that there are no changes to the order for the second show, the discount will be applied to the billing for the second show.

#### Move-In/Out Procedures

##### I am participating in both shows but need to move booth locations, how do I move my materials?

If you do not need assistance in moving your display, you may move your display materials on your own. If you require assistance with moving your display, you will need to place a Labor order with Hargrove.

##### I am staying in the same booth space location for both shows, but will be changing out my display materials. When will my additional freight be delivered?

Advanced freight will be moved to show site and placed in your booth at the start of Exhibitor Move-In.

Questions? Contact Hargrove Exhibitor Services at 301.306.4627 [or exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com).

During the show, visit the Hargrove Service Desk for assistance throughout move-in/out and show hours.