

Important Information for exhibitors

Services A-Z

For a smooth planning and your successful participation for **air cargo forum Miami** powered by TIACA and **transport logistic Americas**, please find below a summary of our services & service partners as well as general information.

EXHIBITION OPENING HOURS:

Tuesday, 10 November:	10:00 – 18:00
Wednesday, 11 November	10:00 – 18:00
Thursday, 19 November:	10:00 – 16:00

Accommodation

[Hotel Booking Link](#)

Contact: Connection Housing, USA

Phone: +1 702-476-6976

Deadline:

Advertising Space

[advertisement & sponsorship Link](#)

Contact: Freeman

Heather M. Shuster;

T: +001-202-437-1986

Email: heather.shuster@freeman.com

**Artwork &
printed material**

Contact: Freeman

Phone: +1 (888) 508-5054

Email: customersupport@freeman.com

Deadline fabric graphics: October 9th

Deadline digital graphics: October 9th

[See exhibitor kit page 64](#)

[Freeman Online Portal](#)

**Build up
Exhibitor Move In**

special stand construction:

Sunday, 08 November from 10 am – 8 pm

Monday, 09 November from 10 am – 6 pm

Delivery of standard booth and executive suite

Monday, 09 November at 10:00

Carpets/Flooring System

Contact: Freeman

Phone: +1 (888) 508-5054

Email: customersupport@freeman.com

Deadline: October 19th

[See exhibitor kit page 57](#)

[Freeman Online Portal](#)

Catering (Stand)

Our exclusive partner for catering is Centerplate

Miami Beach Convention Center

Contact: Andrew Brailsford,

mobile: +1 (407) 257.8408
Email: Andrew.Brailsford@centerplate.com

**Exhibition
Directory** (print)

The official exhibition directory is handled by HU Digital
Contact: Richard Broom
Phone: +44 7411 847547
Email: rbroom@freightweek.org
Deadline: September, 30th
[More Information](#)

Cleaning (Booth)

Contact: Freeman
Phone: +1 (888) 508-5054
Email: customersupport@freeman.com
Deadline: October 19th
[See exhibitor kit page 61](#)
[Freeman Online Portal](#)

Coat & Luggage check

is available at the foyer area / entrance to hall C_D

Co-exhibitor

Additional companies presenting their products & services with own staff at the booth of a main exhibitor must be registered as a co-exhibitor. Please contact directly with Messe München project team at transportlogisticexhibitions@messe-muenchen.de
Deadline: September, 15th

Conference Room

Conference rooms/meeting rooms for rental during exhibition opening hours are available on request.
Please contact directly with Messe München project team at transportlogisticexhibitions@messe-muenchen.de

Customs Clearance

Customs Clearance is the responsibility of your shipping company. For warehousing and delivery to fairground and on-site handling of your shipping your need to get in touch with our general contractor Freeman
Contact: Freeman
Phone:
Email:
[See exhibitor kit page 14](#)

**Dismantling/
(Exhibitor Move out)**

Thursday, 12 November from 4 pm – 11:59 pm
Friday, 13 November from 8 am – 3 pm

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, November 13, 2020 at 3:00 PM.

To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, November 13, 2020 at 12:00 PM

Please also see [See exhibitor kit page 1](#)

Electrical order:	Edd Helms Group Phone: +1 (800) 329-2520 Email: tradeshows@eddhelms.com Deadline 23 rd October See exhibitor kit page 80 For order it is necessary to mention EVENT ID 1173MKEO
Exhibitor passes	Exhibitor Portal by Cirdata Register your exhibitor passes at the Exhibitor Portal by Cirdata. Your login information is sent to you by Messe München project team You have 3 exhibitor badges included per 100 sqfeet. For co-exhibitors you have a total of 3 badges included. If you need more, please contact us at transportlogistic-exhibitions@messe-muenchen.de Exhibitor passes will not be send out in advance. You may get your passes at the registration area / self-service station at the fairground starting from Monday, 09 November
Online Exhibitor Directory	Connect, a Blueprint product by Freeman connects exhibitors and visitors by increasing engagement and communication. By completing your profile you can showcase products and services to a digital audience pre, during and post the event. Your login information is sent to you by Messe München project team
Fairground address	Miami Beach Convention Center 1901 Convention Center Drive Miami Beach, FL 33139 Important: For customs clearance process the recipient of goods cannot be the fairground address as well as the organizers address. Customs clearance must be arranged by freight forwarder.
Forklift-Rental	Contact: Freeman Phone: +1 (888) 508-5054 Email: customersupport@freeman.com Deadline: October 19th See exhibitor kit page 75 Freeman Online Portal
Materials Handling	Contact: Freeman Phone: +1 (888) 508-5054 Email: customersupport@freeman.com Deadline receiving at advanced warehouse: 11/2/2020 Deadline direct to show site: 11/8/2020 See exhibitor kit page 18 Freeman Online Portal
Furniture Rental	Contact: Freeman Phone: +1 (888) 508-5054 Email: customersupport@freeman.com Deadline: 19 th October See exhibitor kit page 26 Freeman Online Portal

Graphics (Stand)	Contact: Freeman, Casey Kratzer Phone: +1 703-739-6620 Email: Casey.Kratzer@freemanco.com Deadline fabric graphics: October 9 th Deadline digital graphics: October 9 th See exhibitor kit page 64 Freeman Online Portal
Host/Hostess	Contact: Events & Office Consultants, Inc. Phone: +1 (305) 442-6000 Email: info@eocpeople.com Deadline: 19 th October Link to booking form
Hotel Room	Hotel Booking Link Contact: Connection Housing, USA Phone: +1 702-476-6976
Internet Access (booth)	Smartcitynetworks Phone: +1 (888) 446-6911 orders.smartcitynetworks.com/Ordering.aspx See exhibitor kit page 82
Lead Management:	Exhibitor Portal by Cirodata Your login information is sent to you by Messe München project team Cirodata offers two lead capture options to enable you to maximise your return on investment. Choose from a data barcode scanner or the lead capture app to capture the business leads you generate on your stand into contacts you can follow up and convert into new clients after the event.
Labor (Display, Set up and dismantling)	Contact: Freeman Phone: +1 (888) 508-5054 Email: customersupport@freeman.com Deadline: 19 th October See exhibitor kit page 73 Freeman Online Portal
Marketing Banner	Exhibitor Portal by Cirodata Your login information is sent to you by Messe München project team Just uploaded your logo to create your individual banner for your email signature and individual promotion campaigns.
Meeting Room	Conference rooms/meeting rooms for rental during exhibition opening hours are available on request. Please contact directly with Messe München project team at transportlogisticexhibitions@messe-muenchen.de

Multimedia Rental
(Audio Visual)

Contact: Freeman
Phone: +1 (888) 508-5054
Email: customersupport@freeman.com
Deadline: 19th October
[See exhibitor kit page 26](#)
[Freeman Online Portal](#)

Opening hours (Visitors)

Tuesday, 10 November, 10 am – 6 pm
Wednesday, 11 November 10 am – 6 pm
Thursday, 12 November 10 am – 4 pm

Parking

Please visit Miami Beach Convention Center website for directions and parking
<https://www.miamibeachconvention.com/directions>

Flowers & Plants

Contact: Buning the Florist
Phone: +1 800-940-1778 or +1 954-731-1776
Email: orders@buning.com
Deadline: 30 October
[See exhibitor kit page 87](#)

Promotion (fairground)

Various marketing & advertisement opportunities are available to highlight your participation
View our options [here](#):
Contact: Freeman
Heather M. Shuster
T: +001-202-437-1986
Email: heather.shuster@freeman.com

Sanitary installations:
(Plumping)

Edd Helms Group

Phone: +1 (800) 329-2520
Email: tradeshows@eddhelms.com
Deadline 23rd October
[See exhibitor kit page 81](#)
For order it is necessary to mention EVENT ID 1174YVQA

Security (booth)

Contact: Global Security Solutions, LLC
Phone: +1 (855) 357-0413
Email: info@globalsecuritysolutionsllc.com
Deadline: 19th October
[Link to booking form](#)

Shipping Services

Contact: Freeman
Phone: +1 (800)995-3579
Email: exhibit.transportation@freeman.com
Deadline: please call Freeman for specific deadline information.
[See exhibitor kit page 12](#)
[Freeman Online Portal](#)

Sponsorship	Various sponsorship & advertisement opportunities are available to highlight your participation View our options here : Contact: Freeman Heather M. Shuster T: +001-202-437-1986 Email: heather.shuster@freeman.com
Stand Construction	Contact: Freeman Exhibitor Services Phone: +1 407-816-7900 Email: FreemanOrlandoES@Freemanco.com Deadline: 19 th October See exhibitor kit page 62
Staff (Set up and dismantling)	Contact: Freeman Phone: +1 (888) 508-5054 Email: customersupport@freeman.com Deadline: 19 th October See exhibitor kit page 73 Freeman Online Portal
Technical Regulations	Please see the technical information on our website under exhibitor services
Transportation Service	Contact: Freeman Phone: +1 (800)995-3579 Email: exhibit.transportation@freeman.com Deadline: please call Freeman for specific deadline information. See exhibitor kit page 12 Freeman Online Portal
Visa Service	Contact: TIACA - The International Air Cargo Association, Inc. Rachael Negron T: + 1 786 265 7011 E: rnegron@tiaca.org
Visitor Invitation	Exhibitor Portal by Cirodata Your login information is sent to you by Messe München project team Just uploaded your logo to create your individual co-branded visitor registration page for your individual promotion campaigns.