



# World Pickleball Convention & Conference Exhibitor Guide

# **EXHIBITOR GUIDE**

**This manual and guide are available online**

**<https://www.nationalpickleballexpo.com/exhibitors>** Password is: wpc50

## **Decorators/Contractors**

The Palm Beach County Convention Center does not have exclusive services for decorators. If you have a decorator or service contractor that you would like to provide, please feel free to use them, while keeping to the theme colors of the show should you bring in your own Pipe/Drape or Carpet. Please Note: Pipe/Drape and Carpet are OPTIONAL, however in order to create separation, it may be a good idea to use a tent which many exhibitors use during a sports related show.

## **Decorations & Pipe & Drape**

The Pipe and Drape we are using for the show are Blue and White with an 8' wall and 3' side rails with drape. We are paying for the pipe and drape for all paid exhibitors and sponsors, so there is no need to order this.

Prior written approval is required for the use of glitter or confetti. The use of helium balloons or smoke machines are not permitted. Please note that if any decorations are used, a cleaning fee will be assessed to the exhibitor.

## **Freight**

The PB Convention Center will not accept freight shipments of any kind and is not responsible for lost or misplaced freight. All shipments sent directly to the PB Convention Center on move-in day must be routed to the attention of the decorator or show management (Pickleball Expositions).

You may use the FERN for shipping and material handling services if you don't have another place to ship. The list of pricing is attached with their services guide which is available soon.

Remember, all services provided by FERN are optional and offered as a convenience.

## **Americans with Disabilities Act**

The Palm Beach County Convention center makes every effort to accommodate patrons with disabilities and adheres to all requirements of the Americans with Disabilities Act of 2010.

## **Animals**

Animals are not permitted in the PBCCC except with an approved exhibit or a display. Guide or service animals are allowed in the PBCCC. Customers are required to obtain and show all permits.

## **Equipment Rental**

You may bring your own tables, chairs or other equipment, or you may rent from the Decorating Company. Forms are provided in the attached 3D Tradeshow Services Manual.

It is not necessary to have Pipe and Drape in the Show. See our section for DECORATIONS & PIPE & DRAPE. If you do not have pipe and drape, you can use a tent, or a custom trade show exhibit. If you are only using tables and chairs, then you should opt for a tent or pipe and drape to ensure your booth looks professional.

## **Rigging**

Rigging needs to be coordinated with the PBCCC should you have the need. Please use the Exhibitor Kit to request Rigging as soon as FERN places the form in there.

## **Parking**

Parking Garage is attached to the Palm Beach Convention Center. There is a discounted daily rate for exhibitors.

## **Food and Beverage**

The PBCCC reserves the right to prohibit any outside food and beverage, sales or distribution without the written consent of the facility prior to the event. There will be a concession provided where you may purchase food and beverage. Water will be provided for players on the courts. You should bring your own refillable water bottles.

## **WIFI**

WiFi Internet Services is provided Complimentary by the Convention Ctr unless you need a dedicated hard wire service. See in the FERN GUIDE coming soon.

## **Loading Dock**

The PBCCC has an open loading dock policy which means the center imposes no restrictions on exhibitors' ability to load, unload, and strike their own exhibits.

During move in and move out, a clear aisle of at least 10' must be maintained at all times on the loading dock.

Personally operated vehicles will be given 30 minutes max to unload and then move their vehicles so that all can have the opportunity to unload in the dock area.

You must provide your own pallet jack should you need one, **if you need to rent one from the convention center, please contact Don - don@pickleballexpos.com**

### **Getting Around**

Brightline – high speed passenger rail provides transit to Miami and Fort Lauderdale.

Tri-Rail – provides service from West Palm to Miami.

### **Places to Stay**

#### **SEE HOTEL LINK ON WEBSITE FOR APPROVED DISCOUNTED ROOMS**

Hilton West Palm Beach (Connected to PBCCC) 561-231-6000 (Official Hotel Partner)

West Palm Beach Marriott – Walking distance 561-833-1234

Hyatt Place West Palm Beach – Walking Distance 561-655-1454

Residence Inn West Palm Beach – ½ mile away from PBCCC 561-687-4747

Double Tree Airport – 1.09 miles 561-689-6888

Courtyard West Palm Airport – 1.63 miles. 561-207-1800

The Breakers – Palm Beach – 2 miles. 561-655-6611

Quality Inn Palm Beach Airport – 2.2 miles 844-201-6086

Comfort Inn: 561-582-7878

There are many more airport hotels offering various rates that are within 2-3 miles of the PBCCC

## SCHEDULE

**Move-in: Thursday, June 26th. \*12pm – 7pm**

*\*The decorator gets in at 8am and must mark off the spaces before we can move in. If the decorator gets finished before 12pm, you will be allowed inside earlier. **If you cannot make a move-in time within these parameters, please contact Don - don@pickleballexpos.com***

**Move-out: Sunday, June 29th<sup>th</sup> 4:31pm – 11pm.**

**Exhibit Floor Tournament: Corporate Challenge, Friday June 27, 8am**

**Exhibit Floor Tournament: VPA Championships, Saturday, June 28, 8am**

**Exhibit Floor Tournament: CPC Championships, Saturday 6/28, 8am – Sunday 6/29 8am**

**Exhibit Floor : Friday, June 27, 11am – 5pm, Sat, June 28, 11am – 5pm, Sun, June 29, 11am – 4pm.**

**Conference: Friday, June 27, 8am – 5pm, Saturday, June 28, 8am – 4pm**

**Food, Snacks, Refreshments Available in Exhibit Floor.**

### Runway Fashion Show

Friday, Saturday, Sunday 1pm.

Sign up for Fashion Show at <https://www.nationalpickleballexpo.com/exhibitors>

**YOU MUST SIGN UP PRIOR TO June 1st FOR FASHION SHOW OR DEMO STAGE.**

**Apparel, Accessories and Footwear Companies in good taste qualify for the fashion show. T-Shirt or Graphic Tee Companies do not qualify for the fashion show. Sponsors receive 4 looks per show and Exhibitors receive 2 looks per show. There are 2 shows per day. Show management has the right to disqualify exhibitors from the Fashion Show.**

### ON Stage Demonstrations

All other times fashion show is not running. You cannot use demo stage if you are in Fashion Show unless there are open slots after June 1<sup>st</sup>.

Sign up for Stage Demos at: <https://www.nationalpickleballexpo.com/exhibitors>

### QUIET ENJOYMENT

**PLEASE NOTE THAT THE AREA AROUND THE RUNWAY FASHION SHOW AND ON-STAGE DEMONSTRATIONS/SPEAKING CAN GET CROWDED AND THE NOISE LEVEL IS HIGHER AT TIMES. IF YOU DO**

**NOT WANT TO BE NEAR THIS AREA, PLEASE LET US KNOW. WHILE THE SHOW IS SOLD-OUT, WE WILL MAKE OUR BEST EFFORTS TO MOVE YOU. YOU MUST INFORM US NOW AND NOT WHEN THE SHOW BEGINS.**

## **Inside World TV & Media**

The Inside World Pickleball TV Show as seen on CBS Sports and Prime Video's PICKLE TV will be on hand to film segments for an upcoming episode. If you do not want to be considered, you may <https://www.nationalpickleballexpo.com/exhibitors> (password: wpc550) to request to be interviewed or to opt-out of Inside World Pickleball or other TV Media present.