

Gulfstream™

2022 OPERATORS &
SUPPLIERS CONFERENCE

PLATINUM SPONSOR SHOW SERVICES MANUAL



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DEAR VALUED SPONSOR & EXHIBITOR:

Czarnowski is proud to partner with Gulfstream and to serve as your Official Show Service Contractor for the 2022 Gulfstream Operators & Suppliers Conference. The following package contains information and order forms to assist you in preparing for an enjoyable and successful conference.

In order to guarantee the availability of the necessary services for your booth, we encourage you to order early. For your convenience, VISA, MasterCard and American Express will be accepted. Company checks and cash will be accepted as well.

During the show, our service desk will be open for your assistance. If you have questions or concerns prior to the show, feel free to contact our Exhibitor Service Department at gssupplieropscon@czarnowski.com.

OUR GOAL IS TO MAKE YOUR PARTICIPATION IN THIS YEAR'S GULFSTREAM OPERATORS & SUPPLIERS CONFERENCE A SEAMLESS SUCCESS.

Thank you and we look forward to working with all participants.

Sincerely,

YOUR CZARNOWSKI TEAM

EXHIBIT AREA HOURS

SUNDAY, APRIL 3, 2022

8:00 am – 5:00 pm	Sponsor Set-Up In Exhibit Area
8:00 am – 5:00 pm	Exhibitor Services Desk Open

MONDAY, APRIL 4, 2022

7:00 am – 5:00 pm	Exhibitor Services Desk Open
11:00 am – 5:00 pm	Sponsor Area Open

TUESDAY, APRIL 5, 2022

7:00 am – 5:00 pm	Exhibitor Services Desk Open
7:30 am – 5:00 pm	Sponsor Area Open

WEDNESDAY, APRIL 6, 2022

7:00 am – 5:00 pm	Exhibitor Services Desk Open
7:30 am – 5:00 pm	Sponsor Area Open

Sponsor area closes @ 5pm with all of the freight being returned the following morning. Due to the evening event, Gulfstream asks that no sponsors/exhibitors begin dismantling their booths until Thursday morning.

THURSDAY, APRIL 7, 2022

7:00 am – 5:00 pm	Exhibitor Services Desk Open
8:00 am – 12:00 pm	Sponsor Area Dismantle

SPONSOR BOOTHS

For those sponsors exhibiting at the Operators Conference, you will be supplied with a linear booth configured either in a single or double format based on your level of sponsorship.

EACH BOOTH WILL BE SUPPLIED WITH:

- Component Wall Panel System
- (1) Logo panel
- (1) Graphic panel on back wall.
- (1) White cabinet with logo
- (1) White bar-height table with (2) stools
- (1) Waste basket
- Daily Cleaning
- Carpet Will Be Provided
- Wireless Internet is provided in the exhibit area



SINGLE BOOTH



DOUBLE BOOTH

PICTURED IS A REPRESENTATION OF THE BOOTH ELEMENTS INCLUDED IN YOUR SPONSORSHIP PACKAGE. REFER TO THE GRAPHICS SECTION FOR ADDITIONAL INFORMATION.

SHOW SERVICES PROVIDERS

VENDOR	SERVICES	NOTES
Czarnowski	<ul style="list-style-type: none"> • Material Handling • On-Site Labor • Preshow Receiving • Post Show Shipping 	gssupplieropscon@czarnowski.com
The Kennickell Group	Booth Graphics	lucinda@kennickell.com
Savannah Convention Center	Electrical Services <i>(not provided with sponsorship)</i>	Order Electric and Internet
	Internet <i>(only wireless provided)</i>	Select: Apr. Mon 4 - Thu 7 Gulfstream 2022 Operators & Suppliers Conference Lindsey Wolf 912.447.4710 https://gwcca-web.ungerboeck.net/coe/coe_p1_all.aspx?oc=20&cc=EXHIBIT
	Security	The trade center has in-house, 24-hour security; however, we suggest you secure any unattended valuables during the conference.
	<p>ONLINE ORDERING INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. Go to our web page https://www.savconventioncenter.com 2. Click on the top green exhibitor's tab. 3. Scroll to the bottom of the page and click the blue hyperlink that says: "click here to get started" 4. Select the event to begin the online ordering process. 5. Create an account. 6. Once log in Scroll to the bottom of the page. Click in the box and add booth number. (Please note: If booth number is unknown, enter 000 – do not leave blank.) click continue. 7. Select the service tab you want to order and complete the request adding the quantity, then add to the shopping cart. 8. Proceed to checkout. <p>***Please note that online/advance rates are only available by completing your order online, and rate expires five (5) days prior to show opening***</p>	
Encore	Audio/Visual	Cameron Smith 912.447.4085 cameron.smith2@encoreglobal.com
Kiwi Fleur	Flowers	912.352.0995 www.kiwifleur.com

SHIPPING & MATERIAL HANDLING

Czarnowski has been designated as the official contractor with the responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments. ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight and description of merchandise.

WHERE TO SHIP:

ADVANCE SHIPMENTS – MONDAY, MARCH 7 THROUGH MONDAY, MARCH 21, 2022

Czarnowski will receive and hold exhibit materials in storage up to 2 weeks prior to show set up. All shipments sent to advanced **MUST ARRIVE NO LATER THAN MONDAY, MARCH 21, 2022.**

(Exhibiting Company Name)
Booth Number:
Hold for: Gulfstream Supplier Conference c/o Czarnowski
7545 Hartman Industrial Way
Austell, GA 30168

DIRECT SHIPMENTS – THURSDAY, MARCH 31, THROUGH FRIDAY, APRIL 1, 2022

Exhibitors may send shipments direct to the convention center. Deliveries will be accepted starting on Thursday, March 31, 2022. Any earlier and your shipment will not be accepted. Please follow the below instructions when shipping direct to The Savannah Convention Center.

(Exhibiting Company Name)
Booth Number:
Hold for: Gulfstream Operators & Supplier Conference
c/o Savannah Convention Center
One International Drive
Savannah, GA 31402

Whether you are choosing to ship to the advanced warehouse or direct to show site, please indicate a total number of packages in your shipment along with numbering each of the boxes. As an example (1 of 5, 2 of 5 etc.) so we can track the total number of items received by each exhibitor. See attached shipping labels for your use.

If you have any questions, please send an email to us at the following: gssupplieropscon@czarnowski.com.

WE LOOK FORWARD TO WORKING WITH YOU ON THIS SPECIAL PROJECT FOR GULFSTREAM.

GRAPHIC PRODUCTION

Graphics for your booth are included in your sponsorship. See the following page for graphic dimensions.

Please Note: Instructions for receiving artwork are below.

PRODUCTION READY ART MUST BE RECEIVED NO LATER THAN FRIDAY, FEBRUARY 3, 2022

- Decal sizes must match to selected Sponsor Category booth
- Include minimum of 2 in bleed all 4 sides
- Resolution must be minimum of 75dpi but no larger than 150dpi
- File formats accepted: .pdf or .tif (flattened)
- Please verify any and all blacks used are a "rich black". Recommended build is C50, M40,Y40, K100.
- Artwork must be CMYK. NO RGB please.

You will receive an email from Megan Adams with Gulfstream with a link to a SecureLink upload site. Upon receipt of that email, you will follow these instructions:

1. Click the word "Securelink" on the email
2. Click "Upload File"
3. Complete "Upload Name" with your company name_file name
4. A "Notes" section is available to you below "Upload Name" if needed
5. Drag and Drop files or navigate to them by clicking the green "+" symbol
6. Click "Upload"

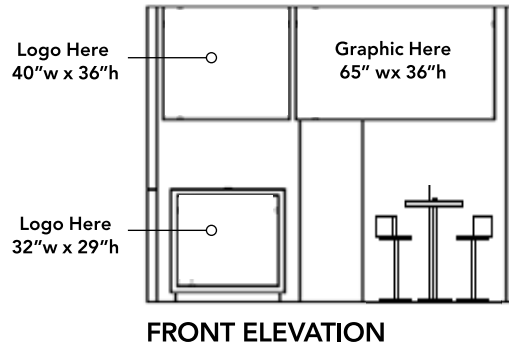
**Please contact Lucinda Zittrouter @ The Kennickell Group with any questions regarding artwork specs.
Email: lucinda@kennickell.com**

GRAPHIC DIMENSION AREAS

SINGLE BOOTH

10' x 10'

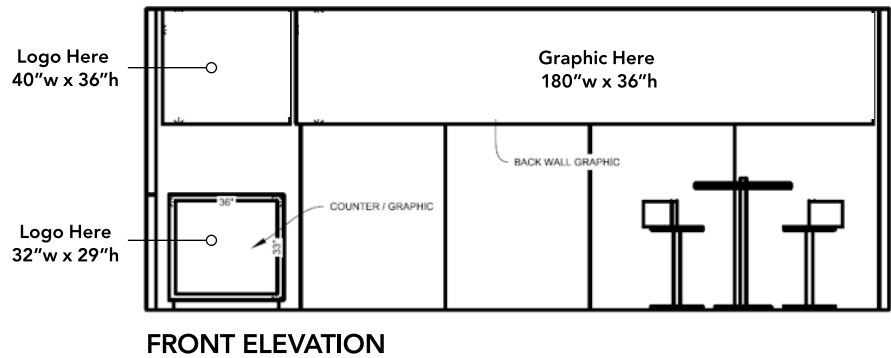
Location:
East Concourse
& River Concourse

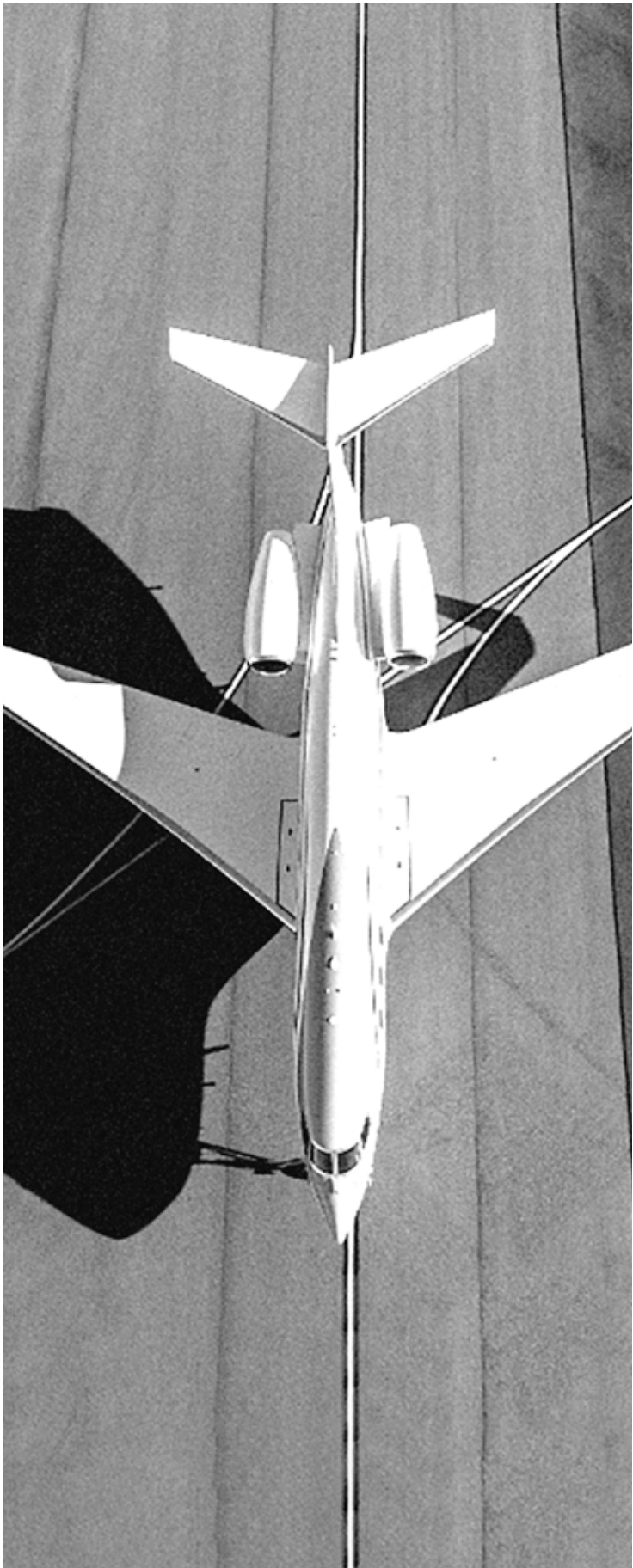


DOUBLE BOOTH

10' x 20'

Location:
East Concourse
& River Concourse





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CREDIT CARD CHARGE AUTHORIZATION FORM

Please complete the information requested below and return this form with your orders. Any shipping charges or additional requests for labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card account.

MUST BE COMPLETED AND SUBMITTED NO LATER THAN FRIDAY, MARCH 11, 2022

PLEASE PRINT OR TYPE INFORMATION BELOW:

Charge to: (choose one): American Express Visa Mastercard

Account #: _____

Security Code: _____ Expiration Date: _____

Cardholder's Name: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Fax: _____ Telephone: _____

Exhibitor: _____

WHEN COMPLETED PLEASE SUBMIT VIA EMAIL TO: gssupplieropscon@czarnowski.com

MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION:

Company: _____

Contact: _____

Phone: _____ Email: _____

Date Shipped: _____ Expected Delivery: _____

Location: Advance Warehouse Direct to Show Site

Number of items: _____

RETURN SHIPPING INFORMATION:

Company: _____ Contact: _____

Street Address: _____

City/State: _____ Zip: _____

Return Shipment Payment: _____

UPS Fed Ex _____

NOTE: After completion of the show, all items will be returned to our Atlanta warehouse for shipment back to it's final destination. Please allow a minimum of 2 weeks after the show to receive your items back.

You will be asked to supply us with your shipping account information (i.e. FED Ex, or UPS) or we can make arrangements for your shipment via your credit card on site. You will be charged a \$125 processing fee in addition to your shipment charge should you use your credit card. We will arrange the most economical return of your items.

WHEN COMPLETED PLEASE SUBMIT VIA EMAIL TO: gssupplieropscon@czarnowski.com

MATERIAL HANDLING ORDER FORM *CONTINUED...*

LIMITS OF LIABILITY & RESPONSIBILITY

- A. Czarnowski shall not be responsible for damage to uncrated materials; material improperly packed or concealed damage.
- B. Czarnowski shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. Czarnowski shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Czarnowski to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. Czarnowski shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. Czarnowski shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Czarnowski maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. Czarnowski shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to Czarnowski by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

I&D LABOR ORDER FORM

Please indicate if you require assistance during installation or tear down with your exhibit. Labor will assist with unpacking materials, supplies and assist with setting any custom exhibit items. Minimum charge for labor is 1 hour. Gratuities in any form, including cash or gifts are prohibited.

NOTE: Be sure to secure your booth labor early and take advantage of the discount pricing. On site labor is available on a first come, first serve basis which might incur some waiting time.

Advanced Order Rates: **\$145.00 PER HOUR**
 Show Site Order Rates: **\$190.00 PER HOUR**
 Advanced Order Deadline: **FRIDAY, MARCH 11, 2022**

WORKER PER HOUR:

INSTALL & DISMANTLE (STRAIGHT TIME) \$100
 Monday through Friday 8 am – 5 pm

INSTALL & DISMANTLE (OVERTIME) \$145
 Monday through Friday after 5 pm, Saturday, Sunday & Holidays

DATE	START	FINISH	TOTAL HOURS	TOTAL WORKERS	RATE	TOTAL

Company Name	Email Address
Contact	Date

WHEN COMPLETED PLEASE SUBMIT VIA EMAIL TO: gssupplieropscon@czarnowski.com

PLEASE REMEMBER TO INCLUDE ANY BOOTH INSTALLATION/DISMANTLE DRAWINGS, PHOTOS AND SPECIAL INSTRUCTIONS WITH YOUR LABOR ORDER SUBMITTAL.

RENTAL FURNITURE ORDER FORM

Your booth package includes a cabinet, a high-top table and 2 stools. Additional custom furniture options are available with this form and can be arranged through our Exhibit Services. All furniture will be delivered to your booth no later than Sunday, April 3, 2022.

ITEM	PRICING	QUANTITY	TOTAL
36" High Boy Table	\$202		\$
Bar Stool Chair	\$168		\$
Display Pedestal – 2x2	\$225		\$
Display Pedestal – 2x3	\$325		\$
		Total All Items	
		Sales Tax – 8%	
		Payment Amount	

Company Name	Email Address
Contact	Date

WHEN COMPLETED PLEASE SUBMIT VIA EMAIL TO: gssupplieropscon@czarnowski.com

SUMMARY ORDER CHECKLIST

WHEN COMPLETED PLEASE SCAN ALL ORDER FORMS WITH THIS SUMMARY SHEET TO ENSURE PROCESSING OF YOUR ORDER IS COMPLETE.

ITEM	CHECK OFF
CREDIT CARD AUTHORIZATION FORM	<input type="checkbox"/>
INBOUND & RETURN SHIPPING FORM	<input type="checkbox"/>
I&D LABOR FORM	<input type="checkbox"/>
RENTAL FURNITURE FORM	<input type="checkbox"/>

Company Name	Email Address
Contact	Date

WHEN COMPLETED PLEASE SUBMIT VIA EMAIL TO: gssupplieropscon@czarnowski.com

