

## EVO TRADE SHOW ASSET MANAGEMENT OVERVIEW



Anyone can store a crate,  
we're experts at managing  
what's inside.

### » ASSET MANAGEMENT

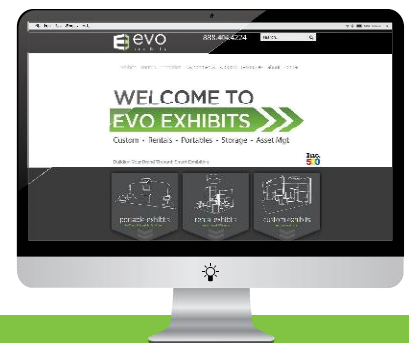
Evo Exhibits provides storage and full asset management of exhibit properties from our West Chicago, Illinois warehouse, with alternative storage facilities in Las Vegas, Nevada and Orlando, Florida.

Orders are submitted utilizing Evo's asset management program through our website portal. Web pages are created with the exhibitor's logo, using secure access (login and password) provided to the exhibitors appointed team members.

As part of our Asset Management Program, you will be assigned your own Asset Account Coordinator that will be available to help with any of your pre-show needs, as well as be on call during all of your shows. If you choose to use an Evo Exhibits approved labor team to install and dismantle your exhibits, you will be assigned a local show supervisor for additional show site assistance.

### » ONLINE MANAGEMENT

Our comprehensive on-line tools allows you to manage your exhibit assets Online, 24 hours a day, 7 days a week. This cloud-based system allows your entire team to have the ability to centrally coordinate all exhibits and events while closely managing costs.



## SERVICES

Evo Exhibits provides storage and coordination of all display booth hardware and graphics, including exhibitor's products, brochures and give-aways.

### » OUTBOUND SHIPMENTS TO SHOW

Choice of two levels of services

#### 1. IN & OUT

This service level includes exhibit staging, inspection and staging photos sent to client prior to shipping to the show. Evo requires that orders are submitted two weeks (10 business days) prior to shipping date for most exhibits to complete staging, inspection, and any other exhibit adjustments, repairs or replacements. Crates are labeled and shipping forms are prepared for pickup and returns. If the required lead time is not provided for orders, then rush fees will be applied.

\*IN & OUT service is highly recommended for all assets to ensure proper install and consistent labor rates at show site.

#### 2. PULL & PREP

This service level includes exhibit containers being pulled and prepped for outbound shipments to the show. Evo requires that orders are submitted two weeks (10 business days) prior to the shipping date. Crates are pulled from assigned storage area, labeled, loaded and upon return are redeposited to the storage location. No staging, inspections or adjustments to the exhibit are made unless requested. Some exhibits are not eligible for this service level and will be noted at the time of request. If the required lead time is not provided for orders, then rush fees will be incurred.

### » INBOUND SHIPMENTS FROM SHOW

All exhibit assets are checked in to the inbound area with crate count against BOL (bill of lading). Assets are scheduled for visual inspection, which includes inspection of crates, opening of crates with visual inspections of hardware, and inspection of all graphics. A return inspection report is generated and provided to Asset Account Coordinator to review and notify the client of any issues. The on-line system is then updated. Lead time for check-ins is ten business days for portable and in-line exhibits, fifteen business days for island exhibits.

### » PRE SHOW MEETINGS

A review of the upcoming show, via conference call, will take place between your Asset Account Coordinator, On-site venue supervisor and Account Executive one week prior to the advanced warehouse date. All files sent are reviewed, including booth orientation, electrical layout, graphic keys, flooring order, booth set up instructions, and any special requests. Your Asset Account Coordinator and/or Account Executive may also have a pre-show meeting with you to review any final details at this time. Evo Exhibits coordinates shipping of all exhibit and client materials to and from the show, with competitive rates based on our volume with our preferred trade show carrier. Rates include three hours of wait time (2 hours at McCormick Place) for all time specific drop offs and pickups at show site.

## » SUMMARY

Whether it is one show or hundreds of shows per year, Evo Exhibits is committed to the success of every show within your trade show program. Evo Exhibit's experienced staff of account executives, project managers, show coordinators and labor teams have industry knowledge to ensure your program's success. Contact Evo Exhibits for more information regarding the Asset Management Program, competitive storage pricing and refurbishment capabilities.



"Yesterday was the best marketing day for Cambium! I sincerely appreciate your time that you invested in creating and publishing content for us. Certainly I appreciate the quality of the work that each of you produced, but even more important, I appreciate the teamwork that enabled us to do fast handoffs and work effectively on a complex project with an extremely tight deadline. I am glad to have you as a business partner. I understand that I am not your only client - but you made me feel that I was over the last few weeks."

- Ray Savich // Cambium Networks

## TRADE SHOW EXHIBIT STORAGE

- » Competitive storage rates are based per cubic foot and billed per calendar year.
- » 50,000 square feet clean, well maintained warehouse facility in West Chicago and 18,000 square feet facility in Las Vegas.
- » On-site labor staff and shop with full staging and exhibit refurbishment.

**Contact Evo** with your crate dimensions, counts and weight for a quick and competitive quote.

