

SERVICE CONTRACTOR CONTACT:	LEVY EXPOSITION SERVICES INC. 14900 Interurban Avenue S., Suite 271 Seattle, WA 98168 T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com	
LOCATION:	Phoenix Convention Center (North) 100 N. 3 rd St. Phoenix, AZ 85004	
EXHIBITOR MOVE-IN:	Monday, July 14, 2025 <i>Aircraft Fly In (as scheduled by APSA safety)</i> Tuesday, July 15, 2025 Wednesday, July 16, 2025	8:00 am – 5:00 pm 8:00 am - Completion 8:00 am – 5:00 pm 8:00 am – 2:00 pm
EXHIBITION DATES:	Wednesday, July 16, 2025 Thursday, July 17, 2025 Friday, July 18, 2025	5:00 pm – 8:00 pm (<i>Opening Reception</i>) 10:30 am – 4:00 pm 10:00 am – 2:00 pm
EXHIBITOR MOVE-OUT:	Friday, July 18, 2025 Saturday, July 19, 2025 **Please note that all exhibit materials must be removed from the exhibit Facility by 12:00 pm on Saturday, July 19, 2025.	2:00 pm – 9:00 pm 8:00 am – 12:00 pm
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none"> • 8' high drapery backwall – black • 3' high drapery sidewall – black • 1 - 7" x 44" booth identification sign <p>If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).</p>	
aisle CARPET:	The aisles will be carpeted in the color bluejay (blue and white speckle).	
CEILING HEIGHT:	The ceiling height in the exhibit hall is 35 feet.	
DISCOUNT PRICE DEADLINE:	In order to receive the discount rates listed on the enclosed order forms, your PAID order is to be received by June 23, 2025 .	
LEVY ONLINE ORDERING (LOLO):	The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.	
ELECTRICAL SERVICES:	Commonwealth Expo Electric is the official service provider for Electrical services. To order services, please see pages 80 – 82 .	
SMARTCITY SERVICES:	Smart City is the official service provider for Internet, Telephone and Cable services. To order services, please see pages 83 – 86 .	
AUDIO VISUAL SERVICES:	AVPG is the official service provider for Audio Visual services. To order services, please see pages 87 – 88 .	

CATERING SERVICES:

Aventura Catering is the official service provider for Catering services. To order services, please see **pages 89 – 97**.

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between June 9, 2025 – July 7, 2025. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:
(Labels are provided in the Material Handling Section of the manual)

APSCON 2025
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Liberty CFS
5620 West Lower Buckeye Road
Phoenix, AZ 85043

All **DIRECT** shipments should not arrive prior to 8:00 am on **Monday, July 14, 2025**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of manual)

APSCON 2025
Exhibiting Company Name
Booth # ____
Phoenix Convention Center
c/o Levy Exposition Services, Inc.
100 N. 3rd St.
Phoenix, AZ 85004

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 12:00 pm on Saturday, July 19, 2025. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 9:00 am on Saturday, July 19, 2025. In the event that your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

POST SHIPPING PAPERWORK:

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for **APSCON / APSCON UNMANNED 2025**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

Our online ordering links are unique to each exhibitor and are generated when exhibitors are imported to our online system. This creates a streamlined experience for exhibitors and eliminates the need to create a username and password.

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link. —————→
NOTE: If you do not receive your email, please email agaudet@levyshow.com and you will be sent one directly.

Levy Online Ordering Link:

[Click here to begin online ordering](#)

2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red "Order Booth Services" button. —————→
5. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
6. To complete your purchase click on the "Proceed to Checkout" button.
7. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.

Exhibitor Information

ETK TEST
Booths: LEVY

Order Booth Services

Exhibitor Kit

Show Facts

Please click the blue links above for important show information and services.

OTHER HELPFUL INFORMATION:

1. To find your username and password, please click on the "My Profile/CC" tab on the menu at the top of the page.
2. To access and view your invoice(s), please click on the "My Invoice" tab on the menu at the top of the page.

SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.

SHOW SITE WORK RULES IN ARIZONA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Levy labor will be required for certain aspects of your exhibit handling.

To help you understand the show site work rules, we ask that you read the following.

EXHIBIT INSTALLATION AND DISMANTLING

Stagehand Local #336 has jurisdiction via a labor agreement with Levy for the erection, touch-up, dismantling and repair of all exhibits when this work is done by persons other than your fulltime company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, or the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms enclosed.

MATERIAL HANDLING

Stagehand Local #336 has jurisdiction via a labor agreement with Levy for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the jurisdiction for the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Levy has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Levy will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

GRATUITIES

Levy requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when Levy employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of Levy. Levy employee(s) are paid an excellent wage, and tipping is not an accepted company policy.

IN GENERAL

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions arising with regard to Levy's jurisdiction or practices must be directed to a Levy management representative.

EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

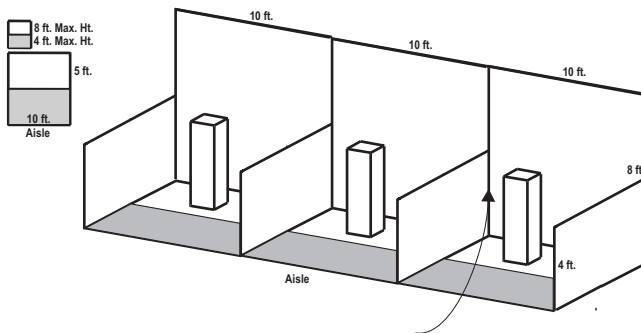
STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

Dimensions: Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

Use of Space: Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

Note: Booth drape is set at 8 ft max.

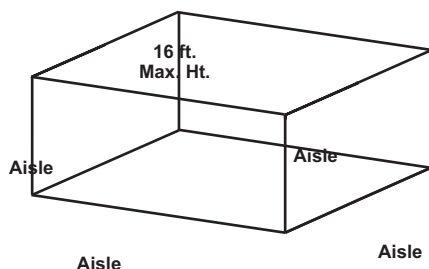
Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

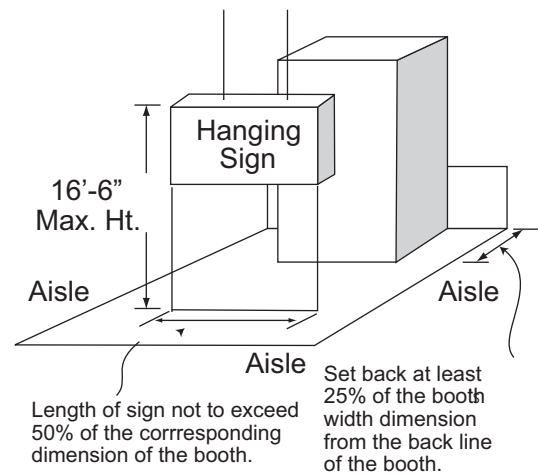
Dimensions: An Island Booth is 20'x30' or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.



****All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.****

Please note that the ceiling height in the Exhibit Hall is 35 feet.