



# EVO TRADE SHOW ASSET MANAGEMENT OVERVIEW

Anyone can store a crate, but Evo's experienced team are experts at managing what's inside the crate.



Evo Exhibits provides storage and full asset management of exhibit properties from our West Chicago, Illinois warehouse. Alternate facilities for storage include Las Vegas and Orlando.

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

The exhibitor is assigned a service coordinator from Evo. For each show set up with Evo's labor team, the exhibitor will also be assigned a local show supervisor and provided with their contact information. The exhibitor can also set up their own portable displays on site that do not require labor. (Return of assets is the exhibitor's responsibility, and return shipping labels will be provided.)



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TEL 888.404.4224 WEB [www.evoexhibits.com](http://www.evoexhibits.com) EMAIL [info@evoexhibits.com](mailto:info@evoexhibits.com)



**Our comprehensive online tool** allows you to manage your exhibit assets online, 24 hours a day, 7 days a week. This cloud-based system gives your entire team 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. STAGING

Display Booths are staged\* in our warehouse prior to shipping to the show, photographed, and inspected with a report provided to the service coordinator and exhibitor. Evo requires four weeks lead prior to shipping deadline to allow time to make any necessary exhibit adjustments, repairs or replacements. Crates are labeled, and shipping forms prepared for pick up. Online system is also updated.

\*Staging prior to shipping is highly recommended, and is standard practice for Evo's asset management clients. Staging rates are based on \$60 per man hour (non-union), with estimated provided prior to staging.

#### 2. PULL & PREP

Display Booths can be pulled and prepped only for outbound shipments to the show (pull from the racks, loading to the docks, crates labeled, and shipping forms prepped for pick up). No staging is included with this option.

### Inbound Shipments from Show

Display booths are checked in to the inbound area with crate count inspection 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. An inspection report is generated and provided to service coordinator and exhibitor. The online system is then updated. Lead time for check ins are ten business days for portable and inline exhibits, fifteen business days for island exhibits.



## Pre Show Meetings

Reviewing the upcoming show via conference call takes place between your account executive and/or service coordinator and the on-site venue supervisor two weeks 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 account executive and/or service coordinator will 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 for all time specific drop off's at Direct/Advanced Warehouses.

## SUMMARY

Evo is committed to the success of each show within your trade show program, whether it's one show or hundreds of shows per year. Evo's experienced staff of account executives, project managers, service/show coordinators and labor teams have the industry knowledge to ensure your program's success.

Contact Evo Exhibits for more information regarding the Asset Management Program and competitive storage pricing.



"What a great experience it has been working with the entire team at Evo Exhibits. Not only did Evo make a great looking exhibit for us, they also do a fantastic job managing all our display properties saving us time and money."

**CATHERINE GARCIA CARDONA //**  
MARKETING COMMUNICATIONS MANAGER, SWETS



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## STORAGE RATES

Main Chicago Warehouse. (Contact us for competitive rates in Las Vegas and Orlando.)

- Full Size upright crates - \$65/month
- Full Size laydown crates - \$75/month
- Half size crate or tubs - \$50/month
- Standard Pallets - \$50/month
- Flat Case - \$25/month
- Shipping Tubes/Oval Cases - \$12.50/month

Storage rates billed Quarterly, Bio-Annually or Yearly.

One Month Free Storage included with yearly storage, pro-rated per calendar year.

## ASSET MANAGEMENT RATES

### Pull and Prep Rates (no staging)

- Modular (extrusion based systems) - \$12/CWT
- Custom (hard panel systems) - \$8/CWT

### Staging of booth properties, including Pull and Prep services

- \$60 per man hour. Estimated hours provided prior to staging of display.

# PROGRAM MANAGEMENT RATES

## One Time Entry Fee for Creating Online Website powered by Exhibitforce

- Table Tops / Banner Stands - \$120 (\$195 including brochures/samples)
- 10x10 - \$180 (\$295 including brochures/samples)
- 10x20 & 10x30 - \$295 (\$495 including brochures/samples)
- 20x20 and larger - \$480 (\$795 including brochures/samples)

Includes photo's, inventory, site creation. Staging is necessary for entry.

## Yearly Maintenance Rates for Exhibitforce

Exhibit / Graphics / Configurations

- Table Tops / Banner Stands - \$60 (\$120 including brochure/sample management)
- 10x10 - \$95 (\$195 including brochure/sample management)
- 10x20 & 10x30 - \$190 (\$395 including brochure/sample management)
- 20x20 and larger - \$250 (\$495 including brochure/sample management)

Yearly maintenance rates pro-rated per calendar year.