

world tea expo

March 18-20, 2024 | Expo Dates: March 19-20
Las Vegas Convention Center, South Hall

An Infusion of Fresh Ideas.

Show Hours:

Tuesday, March 19th :
12:00Pm-6:00PM

Wednesday, March 20th :
12:00PM-5:00PM



AN EXPERIENCE FROM
Questex

Agenda

GES- General Service Contractor

Target Move-In and Move-Out

Catering

- Food and Beverage Sampling

Marketing

Q&A

Global Exhibitor Support (GES)

- Order Booth Furnishings
- Shipping Information
- Material Handling
- EAC Forms
- Custom Booths

GES- Las Vegas, NV
Call (800) 801-7648
International: (702) 515-5970
Monday-Friday: 6:00 AM- 4:00 PM PST

Live Chat Option Available

[GES Service Kit](#)

The screenshot displays the GES website interface. At the top, there is a navigation bar with the GES logo, 'Log In', 'Create Account', 'Search Shows', and 'Get Help'. Below this is a search bar and a 'Show Home' button. A main navigation menu includes 'Show Information', 'Order for My Booth', 'Ship Exhibit Freight', and 'Exhibitor Resources'. A prominent purple banner advertises a 'SAVE OVER 25%' discount on furniture, carpet, padding, accessories, and labor, with a 'DON'T MISS THE DISCOUNT DEADLINE' warning. Below the banner, a sidebar menu lists various services such as 'Show Information', 'Show Packages', 'Booth Furnishings Rental', 'Target Floorplans', 'Shipping, Drayage and Material Handling', 'Labor and Equipment', 'Hanging Sign', 'Utilities', 'Plumbing', 'Additional Show Services', 'Booth Models, Entertainment, Games, Props & More', 'Exhibitor Appointed Contractors (EACs) and Third Parties', and 'Regulations and Guidelines'. The main content area features a 'SAVE MORE' promotion for the 'GES PLUS SERIES' with a '+5%' and '+10%' discount, and a 'Save Time and Effort with GES EXHIBIT FURNISHINGS+' section with an 'ORDER NOW' button. At the bottom, there is a section titled 'WHAT'S INCLUDED IN THE STANDARD BOOTH' listing items like 'Standard Booth Package', '8' High Backwall Drape Color: Black', and '3' High Sidewalls Drape Color: Black'.

Order Booth Furnishings

Show Package:

- Available for 10x10, 10x20 and 10x30 booths
- Includes: (*depending on the booth size)
 - Carpet
 - 5 AMP Outlet Package
 - 6' Skirted Table
 - Black Contour Chairs
 - Direct to Show Site Material Handling up to 400lbs.

Does NOT include handwashing kit/ice

Individual Booth Furnishings Rentals:

[GES Exhibit Flooring](#)

[GES Exhibit Furnishings](#)

[GES Exhibit Systems](#)

[Chairs and Seatings](#)

[Tables and Counters](#)

[Graphics and Signage](#)

[Digital File Preparation](#)

[Accessories](#)

Discount Deadline is Monday, February 26th.

Shipping address for show freight

Advanced Shipment to Warehouse:

Friday, February 9, 2024 – Friday, March 1, 2024

- Warehouse receiving hours: Monday-Friday 8:00am-4:30pm, closed 12:00pm-1:00pm and holiday

Direct Shipment to Exhibit Site:

- Saturday, March 16: 12:00 PM to 3:30 PM
- Sunday, March 17: 8:00 AM to 4:00 PM
- Monday, March 18: 8:00 AM to 5:00 PM

Any packages shipped to the convention center outside of listed dates and times will be rejected and returned to sender.

GES Shipping to Show Information: <https://ordering.ges.com/011602457/shipping>

Freight

[What is Material Handling \(Drayage\)?](#)

It is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading. Material handling charges are calculated on a per hundred lbs. weight basis.

- Separate labels for each package
- Show name, exhibitor name, facility name, booth number, cell phone number
- Use labels provided in your Exhibitor Manual
- Remove old labels
- Make sure not to ship to the convention center before

Saturday, March 16, 2024 at 12:00 PM

- **Always** bring your shipping information with you
- Keep tracking or pro numbers and carrier contact info

Savings on Freight

- Assisted Hand Carry service for POV's, shipments under 200 pounds that can fit in one cartload trip

Please be sure to use the PRODUCT ONLY LABELS for sample product you will be handing out at the show. PRODUCT ONLY IS CHARGED AS ONE WAY.

Re-weigh can be requested for PRODUCT ONLY on the outbound of the show. Re-weigh will be billed as outbound only one way.

Please visit GES service desk prior to show close to request PRODUCT ONLY RE-WEIGH

Below are the guidelines for your shipments to be eligible to receive this discount.

Shipments must be identified as a separate shipment & must be received with a separate Bill of Lading and separate Certified Weight Certificate. Use "PRODUCT ONLY" labels provided in your Exhibitor Manual.

Advanced Shipments to the Warehouse

To ensure the maximum set up time, ship early to the warehouse.

Ship to arrive on or before the published deadline for warehouse receiving to avoid incurring a "late to warehouse" surcharge.

Surcharge deadline is Friday, March 8th

Advance dates: Friday, February 9th to Friday, March 8th

Make sure your materials are in your booth by move-in date.

Confirm that your freight has landed

Contact GES National Servicecenter: (800) 475-2098

Avoid the waiting process of unloading trucks at show site.

International Shipping Instructions

- PIBL - Phoenix International Business Logistics, Inc. Is the official international shipping company.
 - Custom Clearance Options
 - Transportation Services
 - Ocean Freight and Airfreight Shipments
 - International Small Package Shipments
 - Return Transportation of Exhibition Goods
- Full international shipping instructions and guidelines can be found on the show website under Exhibitor Resources.

[PIBL International Shipping Information](#)

Exhibitor Appointed contractor (EAC) Forms

ARE YOU HIRING AN EAC?

- An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.
- EAC's are not required if booth setup and dismantle are being done by booth personnel
- EAC's will not be granted access into the exhibit hall to set up if they are not registered.

EAC Forms: <https://ordering.ges.com/011602457/eacs>

Target Move-In

Target Move-In times are based on booth size and location.

Booth move-in process may happen any time after the listed target move-in if it works out better for the exhibiting company.

Any booth freight will be delivered to the booth at the date listed on the target move-in.

No early move in requests will be accepted due to the size of the show.

Move-In Times:

Saturday, March 16 @ 12PM: 10

Sunday, March 17 @ 8AM

Monday, March 18 @ 8AM

Tuesday, March 19 @ 8AM

Target Move-In

World Tea Expo

Las Vegas Convention Center, South Hall 1

Tuesday, March 19 - Wednesday, March 20, 2024

Order GES Services by Tuesday, February 27 for Best Pricing



Show Home

Search for Items, forms and more...

TARGETED FLOORPLANS

- Inbound Target Floorplan
- Outbound Target Floorplan

- Show Information
- Show Packages
- Booth Furnishings Rental
- Shipping, Drayage and Material Handling
- Targeted Floorplans**
- Labor and Equipment
- Hanging Sign

Inventory as of 12/11/2023
 69% - 75,650 SqFt Rented
 31% - 33,700 SqFt Available

Dimension	Size	Qty	SqFt	Rented	Available
5x10'	50	86	4,300	24	62
10x10'	100	530	53,000	334	196
10x15'	150	1	150	1	0
10x20'	200	96	19,200	82	14
10x30'	300	7	2,100	5	2
10x40'	400	2	800	2	0
20x20'	400	40	16,000	29	11
20x30'	600	15	9,000	11	4
20x40'	800	6	4,800	5	1
Totals:		783	109,350	493	290

TARGET-IN PLAN Plan current as of 12/11/23

SATURDAY, MARCH 16 @ 12PM

SUNDAY, MARCH 17 @ 8AM

MONDAY, MARCH 18 @ 8AM

TUESDAY, MARCH 19 @ 8AM

SHOW ORG AREAS



Target Move-In Floorplans:

<https://ordering.ges.com/011602457/Targetfloorplans>

Target Move-Out

Booths may start dismantling as soon as the show floor closes on the 20th.

Target Move-out time is the deadline for freight to be packed, labeled, bill of landing submitted, and carrier checked in.

Target Out Plan:

Wednesday, March 20th at 5:30- Smaller 5x10 booth in World Tea

Thursday, March 21st at 8am- Most of the show floor

Friday, March 21st at 12pm- Larger <20x20 booths

Food and Beverage Sampling

- Any booth planning to sample food OR beverage must submit a form through Sodexo.
 - This form can be found at the link below or on the show website.
- **Sample Sizes:**
 - Food: 2oz. Portion
 - Non-Alcoholic beverage: 3oz. Portion
- Any booth planning on serving alcohol in their booth can reach out to Cassidy for more details on sampling and shipping

[Catering Packet](#)

Catering

Deadline to submit orders: Monday, February 12th at 12pm PST

The official catering company of the show is Sodexo, there is no outside food or beverages permitted on the show floor. Any booths looking to sample food OR beverages must submit a sampling form found in the Catering packet on the show website's Exhibitor Resource page or at the link below.

If your company WILL be serving samples, it must provide a readily accessible hand washing station. Per the Southern Nevada Health District, the hand washing station will consist of a hands-free gravity fed water dispenser, with five gallons of water, dispensing liquid soap, disposable paper towels, a trash can, and wastewater catch container.

No bare hand contact with any ready-to-eat foods. Glove use and hand sanitizers DO NOT substitute for hand washing.

There are two options of purchasing handwashing kits available to exhibitors: 1) Handwashing kits are available for rent or purchase through Sodexo; or 2) exhibitors can choose to purchase the exact items elsewhere and bring them to the show.

[Sodexo Catering- World Tea 2024](#)

Handwashing kit

- Any booth sampling food OR beverage must have a hand washing kit.
- There are 2 options for exhibitors in buying/renting a handwashing kit

SODEXO

Due to the new requirement of Southern Nevada Health District, the cost of the Sodexo handwashing kit rental has increased this year to \$200+tax.

For the 2024 show ONLY, Sodexo offers our exhibitors the chance to either rent OR purchase the kit for the same price.

If you are purchasing / renting the kit via Sodexo, one of their Sales Representatives will reach out after you submit the sampling form.

AMAZON/THIRD-PARTY

With this option, we highly suggest you NOT to replace the suggested items below with other alternatives as they might not be approved by the Health Inspector onsite.

[Igloo Portable Sports Cooler Water Beverage Dispenser with Flat Seat Lid](#)

*need to serve with hot water

[5 Gallon Plastic Bucket with Airtight Lid](#)

[Napkin](#)

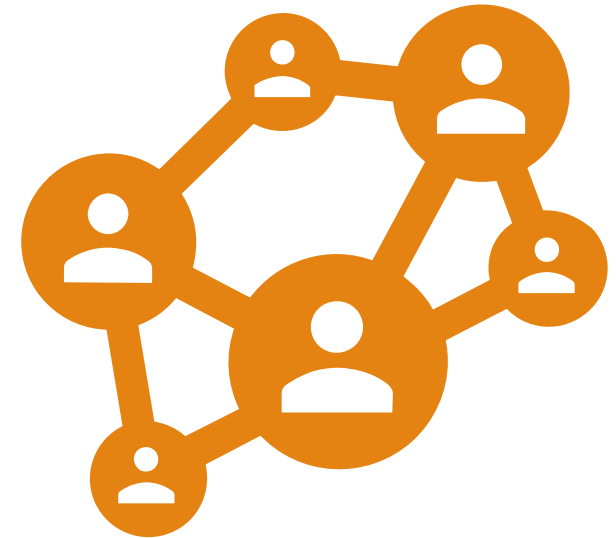
[Dispensing liquid soap](#)

[Sanitizing Wipes](#)

Marketing Toolkit

- It's never too early to start inviting your customers with a unique discount code, connecting with PR, posting on social channels, adding the Bar & Restaurant Expo logo to your website, print pieces, signatures, newsletters and more.
- Available on the Show Website
 - Press Releases
 - Media Lists
 - "Visit Our Booth" Social Media Badges
 - Digital Assets: Event Logos and Banners
 - Social media

[World Tea Exhibitor Marketing Toolkit](#)



Invite Your Customers

- The Invite Your Customers Program is an easy and direct way to let your current customers and prospects know that you will be exhibiting and invite them to join you on the expo floor with discounted Expo Passes.
- Easy - The Invite Your Customers Program is a quick and easy way to promote your booth and up your sales at the show. We provide a complimentary email template that includes your unique registration link.
- No Limit - There's no limit on the number of email lists or recipients you can send your unique registration link to.
- FREE - The Invite Your Customers Program is free of charge for 2024 exhibitors.
- Login and select the "Invite Customers" tab.

[World Tea Registration Website](#)



Show Reminders

- **NEW THIS YEAR!**

- *Each exhibitor has access to the Exhibitor Hub, which is a personalized tool used to access all the information needed to plan for the event. Update your company profile for attendees to see on the show's mobile app on expo week.*

- **Lead Retrieval**

- *Lead retrieval devices are available to purchase on the Registration website. New this year, lead retrieval devices will be available for pick up at the exhibitor service desk on-site.*

- **Line of Sight**

- *There are specific line of sight rules depending on booth size. Please be sure to look at the Booth Rules and Regulations document on the Exhibitor Resources page of the website for specific details.*

- **Expo is 21+**

- *Due to alcohol on the show floor all booth personnel must be over the age of 21. Anyone under the age of 21 will not be allowed to be on the show floor before, during or after show hours.*

Q&A

Cassidy Kaumeyer: Exhibitor Services

- ckaumeyer@questex.com

Kassidy Coburn-Glowacki: Sponsorship

- kglowacki@questex.com