

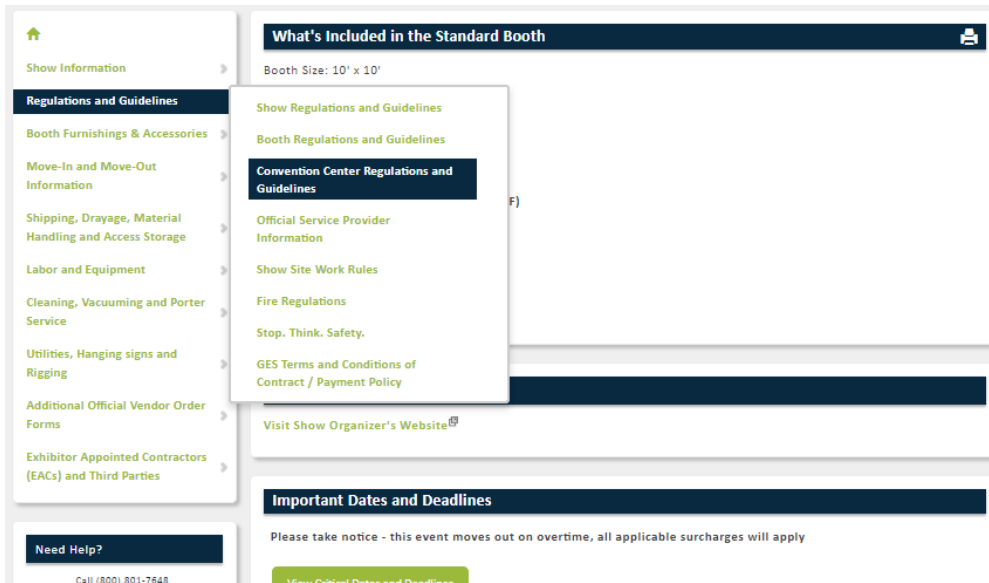
## TOP 10 THINGS TO KNOW FOR 2018

IWCE 2018 is going to be an exciting year! We have a new venue, new events and lots of new information. To assist we have compiled the top 10 things you need to know!

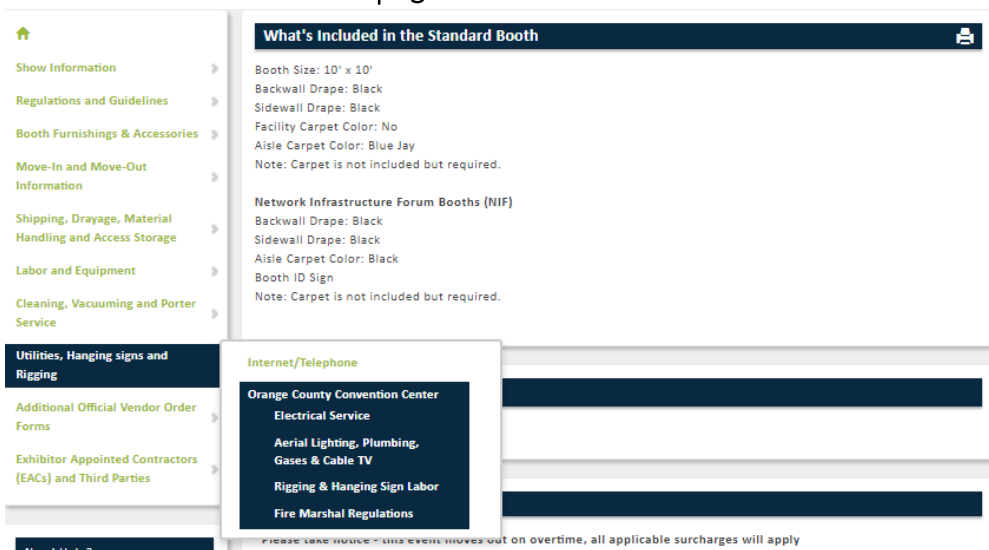
1. **A New Venue!** IWCE has moved to the Orange County Convention Center North Hall in Orlando Florida. Take a look at the [facility map](#) to identify where registration, meeting rooms and the exhibit hall are located.
2. **Local Hotels** – Our Official Housing partner OnPeak can offer assistance with all of your housing needs. Please visit our [Hotel and Travel Page](#) to reserve your rooms and view available travel discounts. Housing deadline is February 9, 2018. [Click here](#) to view a map of the Hotels in the area and don't forget to check out the [local deals](#)
3. **Shuttles** – To assist with transportation to and from the OCCC we have a complimentary shuttle service between the convention center and many of the hotels in our room block. [Click Here](#) to view shuttle locations and hours of operation.
4. **Entertain your Guests** – IWCE has partnered with Visit Orlando to provide a destination concierge service! The Visit Orlando team can assist in locating private venues for off-site events, entertainment and staffing. For more information or to connect with Visit Orlando [click here](#).
5. **First Time Exhibitors Page** – New this year! We have created a [First Time Exhibitors Page](#) with Important information you need to know! Whether this is your first event or your 100<sup>th</sup> you will find useful information to assist with preparation for IWCE 2018! Be sure to check out the [How to Save Money Page](#) for tips on saving money with GES!
6. **Use Your [Exhibitor Console](#)** – The Exhibitor Console is the main hub for planning your event. Here you will be able to:
  - a. Make a Payment and view financial details
  - b. Update your Online and Print Directory Listing (Deadline for the Print Directory is January 19<sup>th</sup>!)
  - c. Get Exhibitor Badges
  - d. Access the Exhibitor Services Kit
  - e. Book a Meeting Room
  - f. Access the Invite a Customer request form for Free registration codes
  - g. View past Exhibitor Newsletters
  - h. And Much More

Your password can be found on your statement email or by contacting Kathryn Holabird at [Kathryn.holabird@informa.com](mailto:Kathryn.holabird@informa.com).

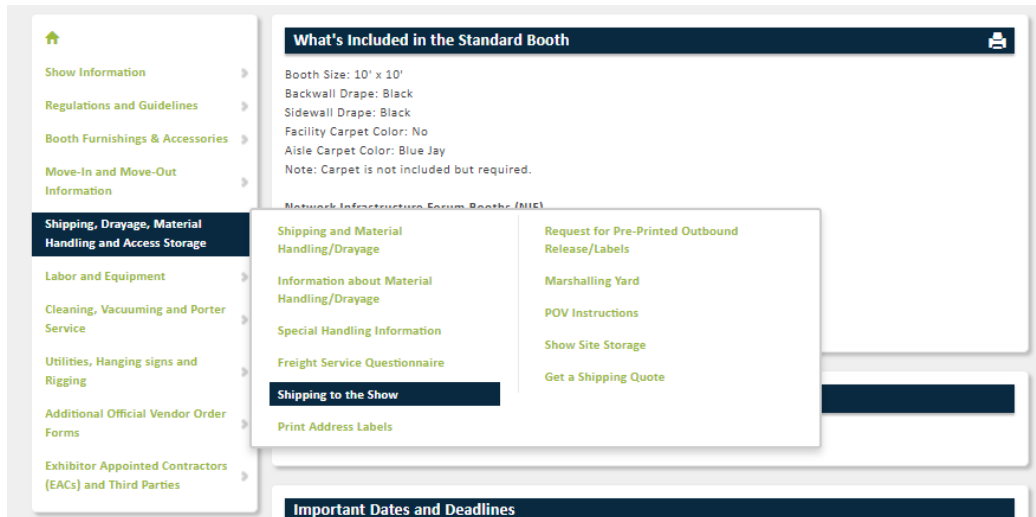
- Convention Center Regulations and Guidelines** – New Facilities come with new rules and regulations. It is important to be aware of their regulations to prepare for the event. The rules and regulations can be found in the Exhibitor Services Kit. To access the kit log into the [Exhibitor Console](#), click on the Exhibitor Services Kit button and locate the Regulations and Guidelines section on the left-hand side.



- Hanging Sign and Electrical Orders** – New this Year! The Orange County Convention Center is responsible for all Electrical, hanging sign, and rigging orders for the facility. To place an order an order for these services log into the [Exhibitor Console](#), click on the Exhibitor Services Kit button and locate Utilities, Hanging sign and Rigging section on the left-hand side of the page.



9. **Shipping Information** – While the process of shipping your freight has not changed the locations and dates have! To view full shipping information log into the [Exhibitor Console](#), click on the Exhibitor Services Kit button and Shipping, Drayage, material handling and Access Storage section and Select “Shipping to the Show”.



10. **Exhibitor Marketing Tips** - We've put together a list of tips to help you promote your participation at the show and make the most of your investment. [View them here.](#)