



chauffeurdrivenshow.com

Contact Jess Pavlow at: 856.452.0323
or jess@chauffeurdriven.com
Fax Back to: 856.231.1808

BOOTH EXHIBITOR (ASSOCIATION) PACKET

- Exhibitor Badge Registration (**REQUIRED**)
- APP Complimentary Official Listing (**REQUIRED**)
- APP Show Floor Only Special (**REQUIRED**)
- APP Show Floor Digital Passport (**REQUIRED**)
- Insurance Disclaimer (**REQUIRED**)
- Exhibitor Lead Retrieval (*with real-time attendee lead information*)
- Boston Convention & Exhibition Center Rules and Regulations



The Westin Boston Waterfront
OCTOBER 13-16, 2019



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ASSOCIATION EXHIBITOR REGISTRATION

One complimentary Full-Show Pass per participating association. To ensure you are represented accurately, please provide us with the information requested below. Please print or type clearly! Names will appear on badges as printed below.



*Association Exhibitors receive one (1) pass per booth space. Any additional passes will be charged at a rate of \$295.



*Photo ID is required for badge pickup at registration.



Badges are non-transferable and cannot be reprinted on-site.

Booth Space # _____

Association Name _____

Association Address _____

City _____ State _____ Zip _____

Name on Badge _____ Title _____

Company _____

Email _____

ADDITIONAL PASSES: \$295

Name on Badge _____ Title _____

Company _____

Email _____

Name on Badge _____ Title _____

Company _____

Email _____

Name on Badge _____ Title _____

Company _____

Email _____

Credit Card Information:

Payment Type Visa MasterCard American Express Discover

Name (as it appears on the credit card) _____

Credit Card # _____

Expiration Date _____ CVV # _____

Billing Address: _____

Signature _____

REQUIRED



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APP COMPLIMENTARY OFFICIAL LISTING

To ensure that your association is represented accurately, we are asking that you provide us with the requested information.
Please print or type clearly!

Association _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____ Website _____

PRODUCT CATEGORIES

_____ National

_____ Local (specify states covered) _____

THIS FORM MUST BE RETURNED BEFORE AUGUST 23, 2019.

Email: jess@chauffeurdriven.com
Fax To: 856.231.1808
Mail To: Chauffeur Driven
Attn: Jess Pavlow, Director of Events
1002 Lincoln Drive W., Suite B, Marlton, NJ 08053



Deadline is August 23, 2019 for **APP LISTING INFORMATION** submission. After this date we will refer to your exhibitor hall booth contract for your company and product information.

REQUIRED



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APP EXCLUSIVE SHOW FLOOR ONLY SPECIAL

REQUIRED

To ensure that your company is represented accurately, we are asking that you provide us with the requested information. Please print or type clearly!

Booth Space # _____

Exhibitor _____

Contact _____

Email _____

What: Create an incentive for attendees to come to your booth with our show-only coupons, available exclusively on the app. Coupons expire at the end of the show, creating urgency to purchase.

Why participate?

- Drive traffic to your booth
- Specific tab in app allows attendees to see who is offering specials
- Coupon is highlighted in your app profile
- Specials are only available during the Show
- No design work required
- Free!

Coupon examples: 50% off annual membership, free T-shirt with membership

Limit: one coupon per company

REQUIRED:

YES, I wish to include a coupon in the app.

Coupon text: _____

OR

NO, I do not want to include a coupon in the app.

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APP SHOW FLOOR DIGITAL PASSPORT

REQUIRED

To ensure that your company is represented accurately, we are asking that you provide us with the requested information. Please print or type clearly!

Booth Space # _____

Exhibitor _____

Contact _____

Email _____

What: Our Digital Passport, a scavenger hunt-type game in our app, requires attendees to collect points by visiting your booth and scanning a special QR code that we provide for you. Add to the entertainment by putting the QR code in one of your vehicles or "hiding" it somewhere in your booth so that attendees are required to interact with you and your products. Attendees who collect the most points are entered to win a grand prize that will be picked on Wednesday before the close of the show floor. You don't have to do anything—we bring the customers to you!

Why participate?

- Drive traffic to your booth
- Post-Show, request a record of who visited your booth for fresh leads
- Fun way to meet attendees and pitch your products
- Free!

REQUIRED:

YES, I wish to participate. [checkbox]

OR

NO, I do not wish to participate. [checkbox]

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CERTIFICATE OF INSURANCE

REQUIRED

All exhibitors having any type of booth or display in the Boston Convention & Exhibition Center MUST have a Certificate of Insurance, naming The Chauffeur Driven Trade Show & Conference as additional insured for the dates of the event (October 13-16). Insurance should be in the amount of one million dollars (\$1,000,000) per accident. Certificate of Insurance must be sent to Jess Pavlow or you will not be permitted to exhibit on the Show floor and no refunds will be given.

Please email COI to Jess Pavlow at jess@chauffeurdriven.com

Or

Please mail COI to:
Jess Pavlow
Chauffeur Driven
1002 Lincoln Drive West, Suite B
Marlton, NJ 08053

If your association does not carry insurance, please note the following:

The Exhibitor (Association) will be fully responsible if any claims, liabilities, losses, damages or expenses, including attorney fees, relating to or arising out of any loss, injury, or damage to any or all persons or property of Exhibitor.

Your signature below indicates that you agree to the standards mentioned above.

Exhibitor _____

Name (printed) _____

Signature _____

THIS FORM MUST BE SIGNED AND RETURNED BY AN OFFICIAL OF YOUR COMPANY BEFORE AUGUST 23, 2019.



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EXHIBITOR LEAD RETRIEVAL Page 1 of 2

Exhibitor Information	
Company	Booth #
Address	
City	Onsite Contact
Prov/State	Phone
Postal/Zip Code	Fax

Early Bird Price: order and payment must be received by October 1, 2019

MYLEADS – Standard	Quantity	Amount
A small, light-weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 KB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes. No electrical power required.		
Early Bird Price	\$170.00	<input type="checkbox"/>
Price (After Oct. 1st)	\$220.00	<input type="checkbox"/>
Email To: _____		<input style="width: 50px;" type="text"/>

MYLEADS – Mobile App	Quantity	Amount
Real-time attendee lead information. Ability to either scan badges or type badge ID's. Multiple device option, which syncs to one portal. Lead details upload to your exhibitor portal. Take notes within each lead and answer custom surveys/qualifiers. Ability to modify custom qualifiers on demand through the exhibitor portal. Native application which allows the ability for off-line capturing in areas with poor connectivity. Ability to export your leads in multiple formats. *Data / WiFi Connection required.*		
*1 License:	\$100.00	<input type="checkbox"/>
Price (After Oct. 1st)	\$150.00	<input type="checkbox"/>
Additional License	\$100.00ea	<input type="checkbox"/>

Payment		
<input type="checkbox"/> Paying by Check Check Payable to CONEXSYS Registration Ltd	Tax ID #76-0704632 Total Amount Due in U.S. dollars	TOTAL <input style="width: 50px;" type="text"/>
Account #	Expiry Date	
Cardholder <i>Please Print</i>	Signature	
Ordered By <i>Please Print</i>	Email address for receipt	

CANCELLATION POLICY: No refunds after October 1, 2019

Complete both sides and return to:	Please Note:
Email: jess@chauffeurdriven.com or Fax: 856.231.1808 Chauffeur Driven Attn: Jess Pavlow, Director of Events 1002 Lincoln Drive W., Suite B, Marlton, NJ 08053	<p style="font-size: small; text-align: center;">Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk.</p> <p style="font-size: small;">All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit breakdown period. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of \$800.</p> <p style="font-size: small;">CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.</p>



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EXHIBITOR LEAD RETRIEVAL Page 2 of 2

Exhibitor: _____ Booth: _____

REFERENCES: (MAXIMUM 8)

Ex. Sales Reps, Territories, Divisions, etc.

1		5	
2		6	
3		7	
4		8	

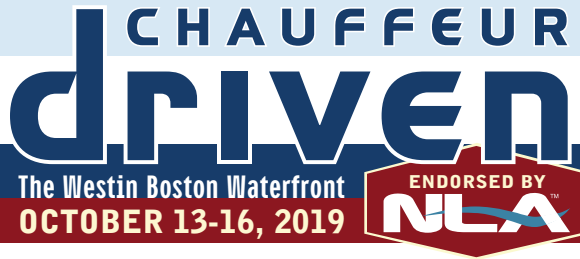
PRODUCTS AND SERVICE:

1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

FOLLOW UPS: (MAXIMUM 8)

<input type="checkbox"/>	1. PHONE CALL		OTHER
<input type="checkbox"/>	2. SALES VISIT	<input type="checkbox"/>	
<input type="checkbox"/>	3. DEMONSTRATION	<input type="checkbox"/>	
<input type="checkbox"/>	4. QUOTATION	<input type="checkbox"/>	
<input type="checkbox"/>	5. SEND LITERATURE	<input type="checkbox"/>	
<input type="checkbox"/>	6. HOT LEAD (URGENT)	<input type="checkbox"/>	
<input type="checkbox"/>	7. SEE NOTES	<input type="checkbox"/>	
<input type="checkbox"/>	8. READY TO PURCHASE	<input type="checkbox"/>	
<input type="checkbox"/>	9. MAKES PURCHASING DEC.	<input type="checkbox"/>	
<input type="checkbox"/>	10. ORDER PLACED AT SHOW	<input type="checkbox"/>	

Lead Menu included when ordered before event date. If added onsite, \$100 additional charge may apply.



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CONVENTION CENTER RULES & REGULATIONS

Boston Convention & Exhibition Center
415 Summer Street
Boston, MA 02210

Exhibit Hall Badge Pickup: Concourse Level in the Grand Ballroom foyer of the Boston Convention & Exhibition Center

Hotel Parking Lot: This lot will be available Saturday October 12 through Sunday October 13th for move in. If you need to arrive earlier please contact Jess@chauffeurdriven.com.

Directions to self-park: From Summer Street, turn onto East Side Drive, drive past the valet area, and continue straight along the side of the building. At the end of the building, make a right and go down the ramp. At the bottom of the ramp, turn left and you will see the entrance to the South Parking lot in front of you.

Food and Beverage: For food and beverage services in your booth, please contact Eiman Karim ekarim@levyrestaurants.com. Please note that per our contract agreement and for liability reasons, the convention center is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent ekarim@levyrestaurants.com

Shipping/Delivery: Materials should be shipped to ARRIVE at our warehouse NO LATER THAN Monday, October 7, 2019. Any shipments received more than 30-days prior to, or after the cutoff date will incur additional charges.

Materials should be labeled as follows:

ADVANCE WAREHOUSE:

Chauffeur Driven Trade Show & Conference
Exhibiting Company Name/Booth Number
c/o LibertyCFS NV Inc
95 N Concord Street
North Reading, MA 01864

Receiving Hours: Monday to Friday 9am – 3pm

DIRECTLY TO FACILITY:

Boston Convention and Exposition Center
Chauffeur Driven Trade Show & Conference
Exhibiting Company Name / Booth Number
c/o AEX Convention Services
415 Summer Street, Boston, MA 02210

Shipments will be received at the exhibit facility ONLY on: SUNDAY, OCTOBER 13, 2019 between 8:00am - 5:00pm & MONDAY, OCTOBER 14, 2019 between 8:00am - 12:00pm

Exhibit Structures: Exhibit structures should be made of fireproof/flame-retardant or treated materials not given to flammability. Expanded foam materials should be fire retardant. Structurally, any "built-up" (or double-decker) booth should have the stamp of a qualified structural engineer attesting to its construction standards.

At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks cannot be brought into the facility. All air and gasses must be ordered through your Event Services Manager.