



FEBRUARY 27 - MARCH 1, 2022 | FORT WORTH CONVENTION CENTER

[CLICK HERE TO RETURN TO THE MAIN EVENT PAGE](#)

REGISTRATION INFORMATION

Distribute Complimentary EXPO Floor Hours Pass invitations to your clients & prospects. To use your Complimentary EXPO Floor Hours Pass, your customer is required to register ONLINE no later than **February 18, 2022**. A separate email will be sent out soon with further details.

Exhibitor Registration Deadline: Wednesday, February 16th

Register your Booth Representatives through the online Exhibit Booth Representative Registration process. A separate email will be sent out soon with your online registration link and exhibitor registration code for your company.

You will need to use your exhibitor registration code to register for any complimentary badges included with your booth. Exhibitor registration for **three (3)** company representatives is included with purchase of one 10x10 booth. **Five (5)** exhibitor registrations with the purchase of a 10x20. **Eight (8)** exhibitor registrations with the purchase of a 20x20 or larger. **Each additional exhibitor representative badge above those included with your booth space is \$175.** All persons staffing a booth in the EXPO ***must*** have a registered exhibitor badge. Exhibit Booth Representative Registrations include: Admittance to all General Sessions, Workshops, Full-Serve or Self-Serve Idea Exchange, EXPO Receptions and Monday Exhibitor Lunch, and the Tuesday Car Wash Academy. Tickets for our Monday Evening Celebrate SCWA Event at Billy Bob's and the Tuesday Car Wash Academy Breakfast must be purchased separately – please contact scwa@iemshows.com for more information on how to add tickets for Monday Evening and Tuesday Breakfast as needed.

HOTEL ACCOMMODATIONS

[CLICK HERE](#) to view and reserve hotel accommodations for your confirmed representatives who will be attending the EXPO.

Group Rate deadline- **February 4, 2022**, or until the Group Blocks are sold out.

UTILITY SERVICES

REMINDER 1 standard 5-amp circuit is included with your area price.

For additional Edlen Electric needs: [CLICK HERE](#) and register. After registering and logging in, select the SCWA Event and place your order. Questions, please contact Edlen Exhibitor Services at **(817) 698-4687**.

Deadline: 02/06/2022

Wi-Fi & Telephone: Smart City - To order [CLICK HERE](#). The form is also available in your exhibitor kits.

Questions, please contact customer service **(888) 446-6911** or email customerservice@smartcitynetworks.com

Note: There is **NO** complimentary Wi-Fi in the EXPO Area or Meeting Rooms.

Incentive Rate Deadline: 02/10/2022



EXPECT THE BEST

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Inspire (Formerly JSAV): AV Questions, please contact Ferrand Hardy at (972) 241-5444 or email at

Ferrandh@jsav.com

Inspire is the exclusive provider for all rigging at FWCC that is over 150lbs

Deadline: 02/25/2022

Note: If you have a banner/sign that weighs 150 lbs or less, then use the Freeman hanging sign labor order form.

FREEMAN SERVICES

FREEMAN handles booth decorating & carpet, freight services, hanging sign rigging less than 150lbs, and mobile unit & vehicle spotting.

[FreemanFAQ](#) for your review & convenience.

Freeman [Quick Facts](#)

[CLICK HERE](#) to obtain quotes and place your order **prior to January 28, 2022**, for discount pricing.

For questions, please contact Freeman at (888) 508- 5054 or email exhibitorsupport@freeman.com

Link to all Freeman Forms & Terms/Conditions at swcarwash.org/events/2022-convention-expo along with a direct Freeman order form.

SHIPPING & STORAGE:

Beginning **January 28, 2022**, Freeman will start accepting packages at the warehouse address below:

Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____
SOUTHWEST CAR WASH ASSOCIATION 2022 EXPO C/O FREEMAN
5130 CASH RD
DALLAS, TX 75247

Please note, any packages arriving after **February 18, 2022** at the warehouse address will incur an extra fee.

Packages will be accepted at the Ft. Worth Convention Center starting Saturday, **February 26, 2022**. Shipments arriving at the facility before that date will be refused. Shipping information for the facility is below.

Show Site Shipping Address:

Exhibiting Company Name / Booth # _____
SOUTHWEST CAR WASH ASSOCIATION 2022 EXPO
C/O FREEMAN
FORT WORTH CONVENTION CENTER
1201 HOUSTON ST,
FORT WORTH, TX 761026490

Please reference pages 10-25 in the [Exhibitor Kit](#) for more details.



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Shipping Post Show: The Priority Empty Return service will be available to order on Freeman Online and at show site. To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Freeman Service Center at show site for your shipping documents. Please reference pages 16-17 in the full exhibitor kit.

[CLICK HERE](#) for more information about setting up priority return service.

For questions, please contact Freeman at **(888) 508- 5054** or email exhibitorsupport@freeman.com

BOOTH REQUIREMENTS

Each exhibitor will receive an 8' high blue and white back drape, 3' high blue side drape, one 6'L x 30" high gray draped table, two Limerick® chairs by Herman Miller, one wastebasket, and one 5-amp electrical outlet (provided by Edlen). Booths 300sqft or less will receive a 7" x 44" one-line identification sign. Booths larger than 300sqft may receive a 7" x 44" identification sign upon request.

Please Note: Booths with 10x20 endcaps or larger peninsula booths have restricted backdrop heights. Contact IEM with questions **(512) 358-1000**. You may be asked to remove materials that do not adhere to the guidelines.

[CLICK HERE](#) for full details and restrictions for endcap booths.

All aisles will be carpeted in Tuxedo (a black & gray tweed). Booth spaces are not carpeted. To enhance the appearance of your booth, rental Carpet is available through Freeman.

- Booth Sharing is prohibited.***
- Only the Individual Company registered for the booth area may use it for exhibition***
- All booth representative badges will reflect the name of the registered booth***

See exhibitor guidelines at swcarwash.org/events/2022-convention-expo.



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EXPO opens at 1:00pm on Sunday. You may view all EXPO open hours in the agenda [HERE](#).

LOAD IN

Exhibitor Move-In:

Saturday	February 26, 2022	7:00AM-12:00PM	20x20 or Larger Only
Saturday	February 26, 2022	12:00PM-6:00PM	All Booths
Sunday	February 27, 2022	7:00AM-11:00AM	All Booths

*** Exhibitors have the right to set up your own booth and move your own materials in an out of the show with your own equipment. Use of forklifts is limited to Freeman personnel*

LOAD OUT

Exhibitor Move-Out:

Monday	February 28, 2022	5:15PM-9:30PM
Tuesday	March 1, 2022	7:00AM-10:00AM

*** Load out must be complete by 10AM Tuesday, March 1st*

PARKING

Please Note: The Fort Worth Convention Center and area hotels have paid parking garages for regular sized vehicles. If you have an oversized vehicle, please contact IEM with any requests. **(512) 358-1000**