



**TO DO LIST - SCWA 2021 CONVENTION & EXPO – June 9-11, 2021 - Fort Worth, Texas**  
**SCWA CONTACT: JOHN MORIARTY 347-709-1530 or [John.Moriarty@CandlewoodExpos.com](mailto:John.Moriarty@CandlewoodExpos.com)**

- 1. **TODAY!!** - Determine representatives from your company attending the EXPO. [Make Hotel & Travel Reservations](#). Visit SCWA Group Rate Hotel Reservation options and booking links. **Group Rate deadline- May 10, 2021, or until the Group Blocks are sold out.**
- 2. **Distribute Complimentary EXPO Floor Hours Pass invitations to your clients & prospects from now until May 21st** – To use your Complimentary EXPO Floor Hours Pass code, your customer is required to register ON LINE no later than May 28<sup>th</sup>. Refer to separate email sent with these details.
- 3. **BY FRIDAY, April 2<sup>nd</sup>:**
  - A. **Complete SCWA EXPO Attendee Registration online process.** Identify Booth Representatives and use the ONLINE REGISTRATION process with the code provided for your company.
  - B. **Special Electrical, Air or Water Needs - Reminder, 1 standard 5 amp circuit is included with your area price. For additional needs: Go to <https://ordering.edlen.com> and register. After login, select the SCWA Event and place your order. Questions, please contact Exhibitor Services at (214) 634-1463.**
  - C. **Wi-Fi - Smart City - <https://orders.smartcitynetworks.com> - Questions: Janae Tinsley - 0: 817- 698-4893 Email: [jtinsley@smartcity.com](mailto:jtinsley@smartcity.com). Note: There is NO complimentary Wi-Fi in the EXPO Area or Meeting Rooms. Note: Price Lists and ordering information are included in the Exhibitor information on the SCWA Website for your review prior to ordering. [www.swcarwash.org](http://www.swcarwash.org)**
  - D. **BOOTH CARPET/DECORATING. Discount Price Order Deadline – Tuesday May 18<sup>th</sup>, 2021. Link to all Freeman Forms & Terms/Conditions at [www.swcarwash.org](http://www.swcarwash.org) along with a direct Freeman Order Link. NOTE: (One 6 foot Table, 2 Chairs & Sign included in your booth price).**
- 4. **Shipping & Storage** – Tuesday June 1<sup>st</sup>, 2021 - Deadline for shipped items to be received at Warehouse by Freeman to avoid additional charges. Materials will be accepted beginning Friday May 7<sup>th</sup>, 2021. Link to Freeman Quick Fact, Kit, Forms, and Rules & Regulators can be found at [www.swcarwash.org](http://www.swcarwash.org)
- 5. **BOOTH SETUP** - Primary Booth Contact should go to the SCWA Exhibitor Registration Desk prior to booth setup for placement, badges & ticket **no later than 10:00 am Wednesday**. NOTE: NO EXHIBITOR BADGES WILL BE ADDED OR CORRECTED DURING SHOW HOURS.  
**SETUP HOURS - Tuesday, June 8<sup>th</sup> - Noon - 6:00 p.m. (20x20 Booths or Larger begins @ 7:00 am) Wednesday, June 9<sup>th</sup> - Booth setup 7:00 a.m.-11am. Booth must be set by 11am. Attend the CEO Forum @ 10:30. EXPO opens 1:00 pm Wednesday. No Booth may begin tear down until close of EXPO on Thursday at 5:00 PM.**
- 6. **Friday, June 11<sup>th</sup>** - Your teardown should be complete by 10:00 a.m.

**Please Note: The Fort Worth Convention Center and area hotels have paid parking garages for regular sized vehicles. If you have an oversized vehicle, you will have to arrange for parking after unloading. There is no permanent parking available at the Fort Worth Convention Center. Please contact John Moriarty if you have questions**



**2021 SCWA EXPO  
EXHIBITOR GUIDELINES**

**June 9-11, 2021  
FORT WORTH, TEXAS**

- 1. COMPLETE EXPO** Registration Process online. Refer to previous email with your Exhibitor Registration Code. 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. **The minimum registration fee for each additional rep above those included with your booth space is \$175.** "Exhibitor Registration" includes admittance to all General Sessions, Workshops & Idea Exchanges; Wednesday Welcome Reception in the EXPO Hall, the Thursday Lunch and Friday Car Wash Academy. It is requested that Vendors do not attend the Car Wash Investor Basics Seminar on Thursday. Tickets for the Celebrate SCWA Thursday Evening Event (no onsite purchase will be available) & Friday Luncheon may be purchased individually. **NOTE: NO EXHIBITOR BADGES WILL BE ADDED OR CORRECTED DURING SHOW HOURS.**
- Booth area will be available for setup at Noon, Tuesday, June 8<sup>th</sup> until 6:00 pm. (*20x20 Booths or Larger begins @ 7:00 am*) Booth Setup will continue Wednesday the 9<sup>th</sup> at 7:00 am. Setup must be complete by 11:00 am on the 9<sup>th</sup>. You will be able to begin **teardown Thursday Evening after 5:00 p.m.** Teardown may continue 7:00 a.m. Friday, June 11<sup>th</sup>. EXPO Hall must be cleared by 10:00 a.m. on Friday. Reminder: **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.**
- Included in Your Booth Space at no extra charge: 8' high back drape, 36" high side dividers, one 6' x 30" skirted table, two side chairs, and a 7" x 44" identification sign. Also included is one standard 5 amp electrical outlet. SCWA will also provide aisle carpet, but will NOT provide carpet for individual booth spaces (Show Colors: - Blue/White Drapes - Gray Table Skirts - Aisle Carpet-Tuxedo (Black/Gray Tweed).
- Only the Individual Company registered for the booth area may use it for exhibition. **(No "booth-sharing" is permitted.)** All booth representative badges will reflect the name of the registered booth.
- Any special requests should be emailed to SCWA EXPO Manager immediately – [John.Moriarty@CandlewoodExpos.com](mailto:John.Moriarty@CandlewoodExpos.com)
- FREEMAN** handles individual booth carpet & decorating items and is available to provide quotes or answer questions. [FREEMAN QUICK FACTS SHEET](#) and [Basic Carpet Order](#) Form are available for your review & convenience. Obtain quotes and place your order **prior to May 18<sup>th</sup>** for discount pricing. Link to All Freeman Forms, Rules, Regulations, & Definitions *and Order Online here*. Exhibitors pay the supplier, not SCWA, for these services.
- Your EXPO Registration & Agreement included the Exhibitor Agreement Terms & Conditions. Please review as needed at [www.swcarwash.org](http://www.swcarwash.org) or request a copy (347) 709-1530. There are **backdrop height restrictions** for End Caps or 20x20 Peninsulas-**see exhibitor guidelines at [www.swcarwash.org](http://www.swcarwash.org)**. Contact (347) 709-1530 if you have questions. *You will be asked to remove any materials not adhering to the restrictions.*
- The Fort Worth Convention Center and area hotels have paid parking garages for parking regular sized vehicles. If you have an oversized vehicle, you will have to personally arrange for parking after unloading. There is no permanent parking available at the Convention Center. Please contact the SCWA Headquarters if you have questions.**

PLEASE NOTE: IF ASKED FOR A BOOTH NUMBER WHEN ORDERING, YOU WILL FIND YOUR NUMBER ONLINE at [www.swcarwash.org](http://www.swcarwash.org). VENDORS HAVE ALSO AGREED TO USE COMPANY NAMES INSTEAD OF NUMBERS for pre-orders.

**Quick Reference for Ordering: The Exhibitor will pay the Supplier directly for services requested.**

**Carpet/Furniture/Decorations**

FREEMAN DECORATING  
3801 Adler Drive, Suite 100  
Dallas, Texas 75211  
PHONE: (888) 508-5054 (512) 982-4186  
FAX: (469) 621-5601  
Email: [ExhibitorSupport@freeman.com](mailto:ExhibitorSupport@freeman.com)

**ORDER ONLINE:** [Freeman SCWA Direct Order](#)  
Discount Pricing Deadline: May 18<sup>th</sup>, 2021

**Warehouse Shipping Address**

Exhibiting Company Name  
Southwest Car Wash Association/Booth #  
C/O FREEMAN  
3801 Adler Dr., Ste 100  
Dallas, Texas 75211  
(512) 982-4186

Freeman will accept materials beginning May 7<sup>th</sup>, 2021  
To Avoid After Deadline Charges Shipped Items  
must be received by June 1<sup>st</sup>, 2021.  
See Materials Handling Form/Quick Facts Form  
for complete shipping information.

**Show Site Shipping Address:**

Exhibiting Company Name  
Southwest Car Wash Association/Booth #  
Fort Worth Convention Center  
C/O Freeman Decorating  
1201 Houston Street  
Fort Worth, TX 76102-6490

Shipments will be accepted at the FWCC beginning  
Tuesday June 8<sup>th</sup>. Shipments arriving prior to this  
date may be refused.

**For expanded Electrical, Phone, Internet connection or special needs contact:**

**Edlen Electrical Exhibition Services:** <https://ordering.edlen.com>

Questions, please contact Exhibitor Services (817) 698-4687 or [fortworth@edlen.com](mailto:fortworth@edlen.com)

**Note:** An electrical price list is included in the Exhibitor information on the SCWA Website ([www.swcarwash.org](http://www.swcarwash.org)) for your review prior to ordering.

**Audio Visual Provider/Rigging**

J&S Audio Visual  
Ferrand Hardy  
Office. (214) 441-1528 Cell. (817) 401-6620  
[ferrandh@jsav.com](mailto:ferrandh@jsav.com) | [www.jsav.com](http://www.jsav.com)  
J&S Audio Visual is the exclusive provider for all rigging at FWCC  
that is OVER 150 lbs.

**WI-FI – Smart City –** <https://orders.smartcitynetworks.com> Questions: Janae Tinsley - O: 817- 698-4893 C:  
817- 825-0879 Email: [jtinsley@smartcity.com](mailto:jtinsley@smartcity.com). Form available in your Freeman Exhibitor Services Kit