**Text

Description automatically generated**

**Event Management & Official Contractor List**

SHPE Event Management Contacts

|  |  |
| --- | --- |
| Exhibit Sales & Sponsorship   * Including operations & logistics of career fair/interview booths | [exhibits@shpe.org](mailto:exhibits@shpe.org) |
| Corporate Relations | [partnerships@shpe.org](mailto:partnerships@shpe.org) |
| Finance | [finance@shpe.org](mailto:finance@shpe.org) |
| Events Team | [events@shpe.org](mailto:events@shpe.org) |
| Registration | [registration@shpe.org](mailto:registration@shpe.org) |
| Workshops | [workshops@shpe.org](mailto:workshops@shpe.org) |

Official SHPE Contractors

**Warning:** If you are contacted by a company that is **NOT** on this list, they are **NOT** working on behalf of the show. There are several companies that will lead you to believe they are working for the show but that is **NOT** the case.

Please contact Exhibit Management to alert us of any vendors using these tactics.

Repeat Offenders: Housing vendors, list rental companies, AV services and shipping services.

|  |  |  |
| --- | --- | --- |
| **Decorator/General Contractor:** | Freeman | P: 888-508-5054 |
|  |  | P: 512-982-4186 |
| [**Link to Freeman**](https://www.freemanco.com/store/show/landing?showID=512659) |  | F: 469-621-5609 |
|  |  | E: exhibitorsupport@freemanco.com |
|  | Services: | Discount Deadlines: |
|  | [Furnishings](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Furnishings-Order-Forms.pdf) | 10/05/2022 |
|  | [Flooring](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Flooring-Pricing-Order-Form.pdf) | 10/05/2022 |
|  | [Installation & Dismantle](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/ID-Info-Labor-Order-Form.pdf) | 10/05/2022 |
|  | [Material Handling](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Material-Handling-Info-Rates.pdf) | 10/05/2022 |
|  | [Signs & Graphics](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Event-Graphics-Order-Form.pdf) | 10/05/2022 |
|  | [Audio Visual](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/audio_visual-order-Form.pdf) | 10/05/2022 |
|  | [Booth Cleaning](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Cleaning-Form.pdf) | 10/05/2022 |
|  | [Exhibit Transportation](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Freeman-Transportation.pdf) |  |
|  | [Outbound Shipping](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Outbound-Shipping-Form.pdf) |  |
|  | [Advance to Warehouse](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Advance-to-Warehouse-Label.pdf) | Receiving date begins - 10/3/22  Deadline date -10/26/22 |
|  | [Direct to Show Labels](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Direct-to-Show-Site-Label.pdf) | CANNOT be delivered before 11/2/22 |
| **Rigging**  **Encore (exclusive in house)** | [Rigging Order Link](https://www.encoreglobal.com/rigging-request/) | E: [william.dail@encoreglobal.com](mailto:william.dail@encoreglobal.com)  P: 704-339-6183 |
| **Business Center:** | [The UPS Store Charlotte Convention Center](https://locations.theupsstore.com/nc/charlotte/501-s-college-st) | P: 704-339-6036 |
| **Hours:**  M-F: 9:30am-5:30pm  Sat: 11:00am-2:00pm | 501 S College St. | E: store6958@theupsstore.com |
| Sunday - Closed | Charlotte, NC 28202 | Near College St. Entrance |
| **Facility:** | Charlotte Convention Center | P: 704-339-6000 |
|  | 501 S College St. |  |
|  | Charlotte, NC 28202 | Career Fair / Exhibits- Halls B & C  Interview booths – Hall A |
| **Food & Beverage:** | Charlotte Convention Center | P: 704-339-6061 |
|  | 501 S College St | E: sales@charlotteconventionctr.com |
| [**Link to menus**](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Charlotte-FB.pdf) | Charlotte, NC 28202 | Deadline: 10/12/22 |
|  |  |  |
| **Floral:** | TLC Florist | P: 770-507-6777 |
|  | 121 Pine Dr | F: 770-474-4676 |
| [**Link to Floral**](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Floral-Form.pdf) | Stockbridge, GA 30281 | E: order@tlc-florist.com |
|  | www.tlc-florist.com | Deadline: 10/17/22 |
| **Housing/Hotel Reservation:** | RHS | P: 903-736-6008 |
|  | ResQuest Hotel Services | E: shpe@resquest.com |
| [**Link to Housing**](https://compass.onpeak.com/e/2022SHPE/0) |  |  |
| **Lead Retrieval**  [Link to Ordering](https://leads-sales.customreg.net/register/a18186f5-79d0-450a-958c-38e8797fba11) | Custom Registration Inc.  PO Box 668  Arlington, TX 76004 | P: 817-277-7791  F: 817-277-7616  Deadline: 10/24/22 |
| **Security:** | Show Pros Entertainment Services | P: 704-339-6140 |
|  | Charlotte Convention Center | F: 704-339-6723 |
| [Link to Security](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Show-Pros-Security-Form.pdf) | 501 S College St. | E: Ryder.Burger@showprostaff.com |
|  | Charlotte, NC 28202 | Deadline: 10/17/2022 |
| **Telephone & Internet:** | Smart City | P: 888-446-6911 |
|  | 5795 W. Badura Ave. Suite 110 | E: customerservice@smartcitynetworks.com |
| [Link to Wifi-Internet-Telephone](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/WIFI-Internet-Telephone-Order-Forms.pdf) | Las Vegas, NV 89118 | https://orders.smartcitynetworks.com |
|  | www.smartcitynetworks.com | Deadline: 10/14/22 |
| **Utilities (Electrical & Plumbing):** | Smart City | P: 888-446-6911 |
|  | 5795 W. Badura Ave. Suite 110 | E: customerservice@smartcitynetworks.com |
| [Link to Utilities](https://2022.shpe.org/wp-content/uploads/sites/2/2022/08/Utilities-Elec-Plumbing-Air.pdf) | Las Vegas, NV 89118 | https://orders.smartcitynetworks.com |
|  | www.smartcitynetworks.com | F: 702-943-6001 |
|  |  | Deadline: 10/14/22 |
|  |  |  |