

## SOLICITATIONS/UNAUTHORIZED SERVICES

From time to time, exhibitors may be approached by various companies offering “significant discounts” or “better deals” on items and services for AAPEX such as, but not limited to, housing, attendee lists, freight shipping, audio visual, exhibit design/installation, directory listing guides etc. Many are aggressive and push for you to place orders and provide payment upfront with them immediately, claiming such rates and discounts are only good for a limited time, or if you order with them at that time.

**AAPEX only endorses the Official Service Contractors that are listed on the Online Exhibitor Guide on the AAPEX website.** These contractors are held accountable to provide the best possible customer service and ensure consistent and negotiated rates to all AAPEX exhibitors. While not tolerated or endorsed, AAPEX recognizes that exhibitors will be solicited for such services by non-Official Service Contractors.

Please be assured that exhibitor lists/contact information are never sold to anyone. Companies often use public information available on the internet to acquire exhibitor’s contact information. In addition, AAPEX only provides exhibitor lists to the Official Service Contractors for purposes of informing your company about services provided at AAPEX.

Please be vigilant if you are contacted by any company other than the AAPEX Official Service Contractors who imply or claim to be an official service contractor for AAPEX, as many of these are scams. AAPEX strongly encourages that you disregard/ignore any solicitations requiring you to provide payment upfront or complete any long-term agreement. Please read all documents carefully before signing on the dotted line and/or providing payment.

If you have been approached by any company claiming to be an official AAPEX Service Contractor, and they are not listed on the AAPEX web site, please contact AAPEX Event Management immediately.

**Orders/Services placed with non-Official Service Contractors will be at your own risk.** AAPEX cannot vouch for the legitimacy or endorse the services of any company that is not an official service contractor.

Should you decide to use a non-official AAPEX contractor, it is strongly suggested you do the following:

- Compare prices between contractors.
- Verify what is included in the cost. Some companies fail to mention additional expenses that can be incurred when providing a quote, such as shipping, drayage and/or labor.
- Confirm any stated representations regarding official contractors are correct by contacting the official contractor. Many statements made by these solicitors are misleading and false.
- Have the contractor provide you a 24-hour contact person. Non-official contractors are not allowed in the exhibit hall before or after show hours without written permission from AAPEX Event Management. Some solicitors do not even come onsite to assist with set-up/tear down.
- Provide AAPEX Event Management with an Exhibitor-Appointed Contractor (EAC) Application found on the Online Exhibitor Guide on the AAPEX website prior to the Show. All EAC’s are required to provide AAPEX Event Management with proof of insurance and conform to all show rules and regulations or their personnel will not be allowed in the exhibit hall.

## HOUSING:

**onPeak is the only official housing contractor for AAPEX** and will never solicit AAPEX exhibitors, either by phone or e-mail. AAPEX strongly discourages booking hotel rooms with any other company other than onPeak. Many of these housing providers do not include resort, booking or service fees in their quote. Others will cancel reservations once credit card information has been obtained.

Please be aware of the following companies that have been contacting AAPEX exhibitors as they are not affiliated or endorsed by AAPEX:

- Book My Rooms, LLC
- Convention Housing Management
- Convention Expo Travel
- Corporate Booking Services/CBS International
- Elite Corporate Planners
- Executive Booking Services
- Executive Connections
- Expo Housing
- Global Housing Management (GHM Travel)
- Global Housing Services Corp.
- Exhibition Housing Services
- HDMC Group
- IEP Group
- International Events
- Le Company LLC
- Reservation Events
- TradeShow Housing
- Travel Partner International
- Wholesale TravelPlanners

## ATTENDEE LISTS:

**CompuSystems is the only official registration/lead retrieval contractor for AAPEX.** They are the only company who has access to and the right to rent AAPEX list information. Various solicitations have been sent to AAPEX exhibitors claiming an attendee list can be obtained through them at a cost. Many of these solicitations do not contain a company name or a phone number for further contact. Some even have grammar and/or spelling errors. Any other company claiming to have access to the AAPEX database should be considered fraudulent.

## DIRECTORY LISTING/GUIDE:

**The only official publisher for AAPEX is Babcox Publications.** Various publications may contact AAPEX exhibitors regarding advertising space in their publication or web site utilizing a form that resembles a free listing, making it appear that they have received your information from AAPEX, and that there is an agreement/connection between them and AAPEX. Once these forms are completed and remitted, you are then bound to a non-terminable agreement at a significant cost for a long period of time, renewing automatically unless canceled within their designated timeframe.

Such publications to avoid, as they are not affiliated with AAPEX are:

- Aftermarket Daily/Oser Communications
- Construct Data
- Expo-Guide Mexico
- Fair Guide
- World Business Guide (Madrid, Spain)

Please contact Babcox Publications if you have questions regarding advertising in the AAPEX Express Daily, Buyer's Guide or Products Plus.

If you have any questions regarding this information, please contact AAPEX Event Management at 708-226-1300, or email [info@aapexshow.com](mailto:info@aapexshow.com).