

Manufacturer  
**WELCOME PACKET**

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design  
**edge**  
Phoenix  
Scottsdale

March 27-28, 2025  
Phoenix Convention Center

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[www.designedgeco.com](http://www.designedgeco.com)



**Thank you for choosing to participate in Design Edge Phoenix/Scottsdale in beautiful Phoenix, Arizona.** We appreciate your partnership and want to make sure you have all the necessary information to make the most of your investment of time and resources. This packet includes your checklist with **key deadlines** to ensure maximum success! Some of this information is subject to change, so for updates, please check your Portal periodically so you don't miss a thing! Looking forward to seeing you in Phoenix.

Warmest regards,

*Lee*

Lee Hershberg, CEO  
Design Edge

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# KEY DEADLINES

- 12-20** Submit Wall Configuration
- 12-20** Submit Wall Paint Color (if different than SW 7577)
- 12-20** Submit Chandelier/Hanging Requirements
- 01-24** Request Monitor if applicable
- 01-24** Submit Pre/Post Show Shipping Caravan Request & Details
- 01-24** Request Move-In/Move Out Times
- 01-24** Submit Buyers Guide Copy & Image
- 02-24** Advance Warehouse Receiving Begins
- 02-21** Reserve Hotel Accommodations
- 02-24** Deadline to Order Lead Retrieval Services
- 03-07** Caravan Pallets/Dimensions Due to AIT
- 03-17** Advance Warehouse Receiving Ends
- 03-24** Show Management Move-In
- 03-25** Targeted Manufacturer Move-In
- 03-26** Targeted Manufacturer Move-In
- 03-27** Design Edge Phoenix/Scottsdale Show Open
- 03-31** Post-Event Warehouse Pickup Begins
- 04-11** Post-Event Warehouse Pickup Ends





DUE

# DECEMBER 20

SUBMIT TO: [RACHEL@RMAPLES.CO](mailto:RACHEL@RMAPLES.CO)

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01

## Wall Configuration

Click [HERE](#) for booth configuration options. Please provide as many details as possible, along with a drawing or image of your requested layout. Once submitted, our team will contact you with confirmation of your layout.

02

## Paint Selection

Final booth wall color submittal date is December 20, 2024. Please provide Color Name and Code. Unless otherwise specified before the deadline, walls will be painted with **High Reflective White - SW 7577**.

03

## Hanging Kits

Chandelier/Hanging Kits are available. Fixtures should be secured from the cross bars of the booth structure, at a height of 9-feet. (A 12-foot hang option is also available.) Submit your hanging request, if applicable, by December 20, 2024.





DUE

# JANUARY 24

SUBMIT TO: [RACHEL@RMAPLES.CO](mailto:RACHEL@RMAPLES.CO)

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01

### Monitor Rental

Design Edge is pleased to offer the use of a color monitor during the show for an additional fee. Please inform us if you would like to order a monitor before January 24.

02

### Shipping Caravan

Design Edge offers a Shipping Caravan pre-show and post-show to help reduce shipping costs. Please indicate if you will be using this service, so we can provide you with further details.

03

### Request Move-In Appointment

Manufacturer Move-In times will be available beginning **Tuesday (3/25) at 1:00 pm** and **conclude on Wednesday (3/26) at 5:00 pm**. Please submit your requested move-in time before January 24 to secure your labor needs.





# NEED TO KNOW



## ELECTRICAL

All booth packages include one 5-amp quad box that should service all of your electrical needs and electrify the LED light track provided.



## LEADS

Take charge of your leads with our industry proven Lead Retrieval solution, on your smartphone or tablet. [Click HERE for more information.](#)



## LOGISTICS

Design Edge partner AIT will coordinate inbound and outbound shipping should you choose to take advantage of this service.



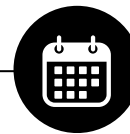
## VENUE

Experience the [Phoenix Convention Center](#), centrally located and easily walkable to a variety of activities and the best that Phoenix has to offer.



## HOUSING

Design Edge has reserved a discounted room block at Sheraton Phoenix Downtown. [Book here by February 28](#) to secure the lowest rate!



## PORTAL

Your [Manufacturers Portal](#) contains important show updates and information, FAQs, and can be accessed 24/7 for your convenience.



# MEET YOUR TEAM

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**Money Saver!**

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# SHIPPING SOLUTIONS

POWERED BY



## FACTORY TO HOME

- Global Shipping
- Final Mile Service
- White Glove Delivery
- Professional Assembly

## FACTORY TO STORE

- Route Optimization
- Inventory Management
- Real-Time Tracking
- Minimized Costs

## STORE TO HOME/OFFICE

- White Glove Delivery
- Professional Assembly
- Spotless Cleanup
- Express Service Available

## DESIGN EDGE CARAVAN

- Pre-Show Service
- Post-Show Service
- Minimized Costs
- Real-Time Tracking

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Orange County  
Fall 2025