



GENERAL INFORMATION & OPERATIONS MANUAL

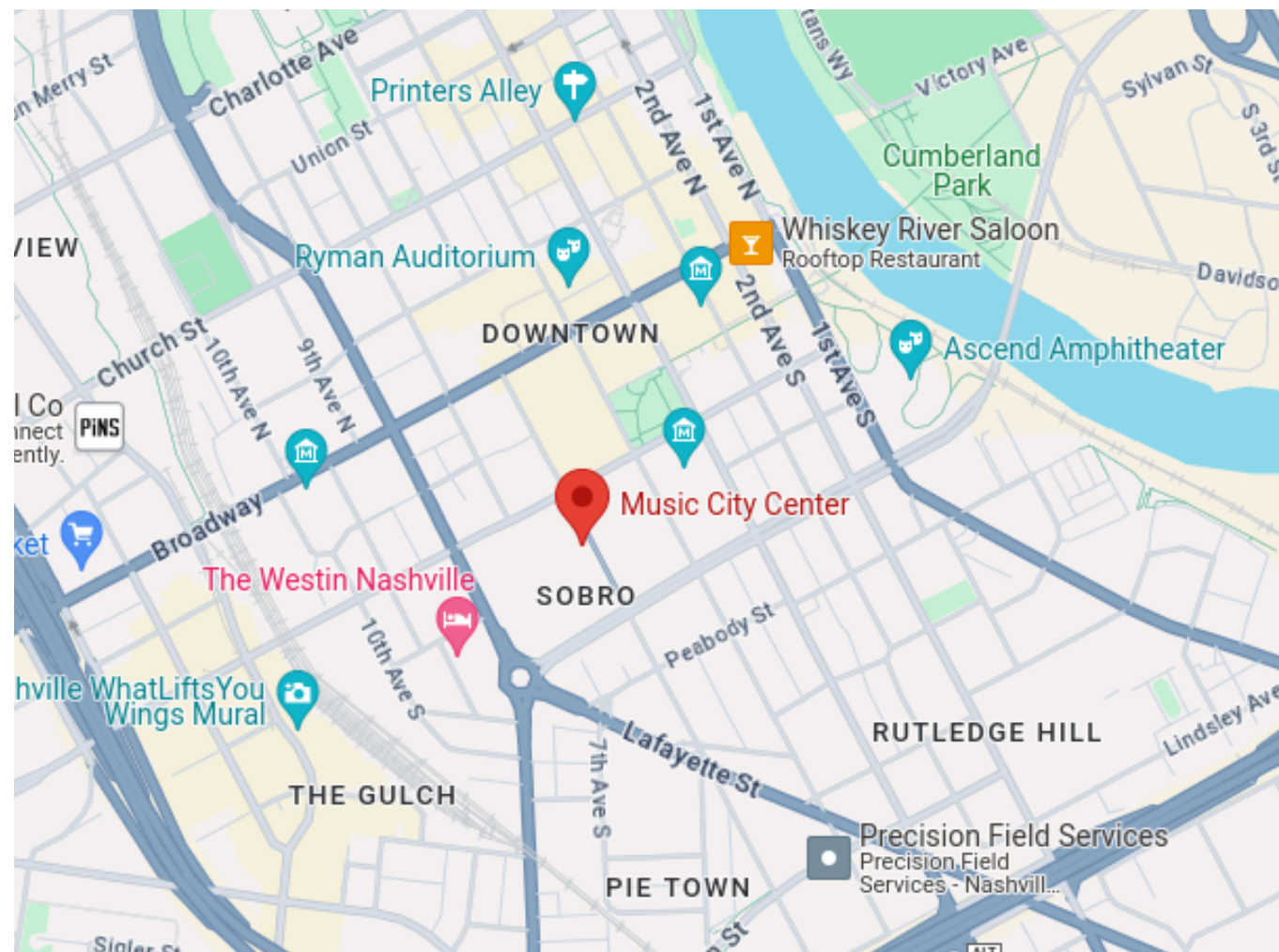
Operations Manual & General Information

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Dates & Location of the Venue

When | **Friday, October 4 - Saturday, October 5, 2024**

Where | **Music City Center, Nashville, TN**



The Music City Center is Nashville’s new convention center located in the heart of downtown. The 2.1 million square foot building sits just south of Broadway between 5th Avenue and 8th Avenue and features a 353,143 square foot exhibit hall with 32 loading docks to provide easy access for convention planners. The facility includes the 57,500 square foot Grand Ballroom, the largest grand ballroom in the state, along with the 18,000 square foot Davidson Ballroom. It also offers 90,000 square feet of meeting space, over 100 pieces of public art and a three-level parking garage with spaces for about 1,800 cars. At its tallest point, the building is 150 feet high and overlooks the Country Music Hall of Fame and Bridgestone Arena. (Learn more at <https://www.visitmusiccity.com/>)

Schedule of Events

Mon. Sep. 2nd	First Day of Advance Warehouse Shipment Acceptance
Fri. Sep. 20th	Last Day of Advance Warehouse Shipment Acceptance
Tues. Oct. 1st	8:00am- 6:00pm Show Management Move-In
Wed. Oct. 2nd	8:00am- 5:00pm Targeted Manufacturer Move-In
Thurs. Oct. 3rd	8:00am- 5:00pm Targeted Manufacturer Move-In
Thurs. Oct. 3rd	5:30pm- 6:30pm Manufacturer Welcome Reception
Fri. Oct. 4th	9:00am- 10:00am ASID Nashville Early Access
Fri. Oct. 4th	9:00am- 5:00pm Design Edge Nashville Show Floor Open
Fri. Oct. 4th	4:00pm- 5:00pm HPMA/Luxe/ASID Nashville Reception
Sat. Oct. 5th	9:00am- 3:30pm Design Edge Nashville Show Floor Open
Sat. Oct. 5th	2:30pm- 3:30pm Best of Design Edge Nashville
Sat. Oct. 5th	4:00pm- 9:00pm Manufacturer Move-Out
Sat. Oct. 5th	8:00am- 3:00pm Show Management Move Out
Sat. Oct. 12th	Freight Re-Route Day

Food & Beverage Service On-Site Schedule

Fri. Oct. 4th	8:00am- 10:30am Coffee/Beverage & Baked Goods
	12:00pm- 1:00pm Manufacturer Lunch Provided
	3:30pm- 4:30pm Beverage/Snack Service
	4:00pm- 5:00pm Reception
Sat. Oct. 5th	8:00am- 10:30am Coffee/Beverage & Baked Goods
	12:00pm- 1:00pm Manufacturer Lunch Provided
	2:30pm- 3:30pm Beverage/Snack Service

What's Included and What's Not

The following section is designed to create clarity around what you should expect to have provided by Design Edge Management and what you should be prepared to furnish in advance or on-site for the thorough and comprehensive planning of your company's participation in Design Edge Nashville

Design Edge Management To Provide:

Marketing

Pre-Event Mailing List - Design Edge Nashville Pre-Event Mailing List to be provided to manufacturers by **Friday, September 6, 2024**

Planning

1. Dimensioned 3D Electronic Rendering – Planning of Display Concept
2. Booth Wall Construction – Depending on whether your location is a corner location or has adjacent manufacturers on both sides of your space, you will be provided with 9' high walls made of MDF material cut into widths of either 4' or 22" and framed by aluminum panels.
Each MDF panel has a ¾ inch thickness and is rated to hold a load of 50 lbs. per panel.
3. Booth Ceiling Construction – Structural Supports comprise the ceiling of Design Edge booth spaces. Depending on space size and configuration, multiple supports will be required. Supports may be viewed on the Electronic 3D Rendering of your booth space.
Please note that each structural support has a hanging load limit of 50 lbs.
4. Booth Lighting Provision – Booth lighting will be in the form of LED light heads with a 12" flexible neck electrified by a light track and comprised of 2 lights per track. Depending upon size and configuration, the following quantities will be provided per booth size:
 - 10' x 20' / 200 sq. ft. = 8 lights
 - 10' x 30' / 300 sq. ft. = 10 lights
 - 20' x 20' / 400 sq. ft. = 12 lights
 - 20' x 30' / 600 sq. ft. = 14 lights

5. Booth Electrical Capacity – All booths will be provided with **one 20 amp quad box** that should service all of your electrical needs as well as to be used to electrify the LED light track provided by Design Edge Mgt.

6. Booth Painting – Your **pre-ordered paint color is due 6 weeks pre-event: Friday, August 23, 2024** and this will be the specific color that is pre-painted for your booth space. All paint colors are final as paint is being applied by the millwork fabricator prior to shipment to the event.

7. Final Booth Plan Submittal – **Final booth plan submittal date is Friday, July 12, 2024.** Please make sure that all plans have been finalized and submitted by this date so that our labor and installation team is equipped with everything they need to make your installation successful.

Shipping

1. Advance Warehouse/Nashville – **Early Shipment Acceptance Date is 5 Weeks pre-event: Monday, September 2, 2024**
This is the first day that we will be accepting advance freight for Design Edge Nashville. Address is listed in the Advance Warehouse Details Section (following this section in the Manual).
Deadline Date/Last Date for Shipment Acceptance is 2 weeks pre-event: Friday, September 20, 2024.
This is the last day that we will be accepting advance freight for Design Edge Nashville. Please do not ship loose and or uncrated material to the warehouse. All product and materials should be properly packaged to avoid damage.
2. Product & Display Delivery – In accordance with your targeted move-in date, Design Edge Management will **deliver** your Advance Warehouse shipped products and display to the Music City Center, **offload** your shipment and transport it to your space where our labor will **unpack and position** your products and display under your active supervision.
3. Product & Display Break Down – Under your active supervision, Design Edge Management will **breakdown** your products and display at Music City Center, repack your products and display and **reload** your shipment for **transport back to our Advance Warehouse in Nashville.** It will be held there until 2 weeks post-event: **Friday, October 18, 2024** awaiting further receipt of instructions from your team. By this date we will need to know if it is to be directed to our Advance Warehouse for Design Edge Phoenix/Scottsdale or arranged, at your expense, to be returned to your Corporate Warehouse.

Manufacturer Provisions:

Marketing

1. Pre-Event Invitations: Optional pre-event invitation, to all participating Design Firms with welcome message.
2. Design Edge Buying Guide: **Completion of the Information to be Included in the Guide - Final Submittal Deadline is 6 weeks pre-event: Friday, August 23, 2024.**
Detailed information request sheet will be sent to verify entries.

Operations

1. Booth Wall Construction – Confirmation, by Final Booth Plan Submittal Date, of what will need to be affixed to the walls of your space.
2. Booth Ceiling Displays – Confirmation, by Final Booth Plan Submittal Date, of what will need to be hung from the ceiling support structure of your space.
3. Booth Electrical Capacity – Confirmation, by Final Booth Plan Submittal Date, of all display items requiring electrical service, and their specific locations. **Please note that you are to provide all extension cords to run from the 20 Amp circuit box, provided by Design Edge Mgt., to each of the products in your space.**
4. Booth Painting – No advance or on-site requirements anticipated. All walls will be delivered and installed as per paint orders received. Changes on-site will not be possible due to limited set up time available.
5. Final Booth Plan Submittal – **Final booth plan submittal date is 12 weeks pre-event: Friday, July 12, 2024.** Please make sure that all plans have been finalized and submitted by this date so that our labor and installation team is equipped with everything they need to make your installation successful.
6. Product & Display Delivery/Breakdown – Active supervision by a team member from your company will be required during set up and break down. Your team knows your plans and your products best. While we will have professional labor available to assist you, your active supervision will be essential. Please make plans accordingly.

****Please note that all wall, ceiling, electrical and a/v installation will be completed on-site during targeted move-in times.**

Shipping

1. Repacking of Products & Display – Please plan provision of materials to repack your products and display. Your team knows best how to pack your product and displays. Our labor will be available to assist you with your packing materials.

Housing, Transportation & Dining

For the days that you plan to be in Nashville, please be prepared to pay for discounted housing at the Westin Downtown Nashville through the Design Edge Nashville Room Block as well as transportation and dining outside of the Food & Beverage Services Schedule (found at the bottom of Page 3 of this manual).

“On-Site” Post Event Product Pick Up

Please understand that the management and labor team for Design Edge Nashville breakdown will be under tight time constraints to vacate the venue by end of day **Sunday, October 6, 2024.**

If you will require on-site product pick up from your Design Edge Nashville Booth after the conclusion of the event, the following will be the only available dates and times to schedule your customer’s pick up:

Saturday, October 5, 2024: 4:00pm – 6:00pm

Sunday, October 6, 2024: 8:00am – 10:00am

****Important note regarding “On-Site” Post Event Product Pickup****

There is no staging area “on-site” at the Music City Center

The process for Design Edge Nashville “on-site” pickup will be as follows:

1. All outgoing shipments must be packed and secured fully prior to your teams departure of the facility
2. All outgoing shipments must have an affixed fully completed Bill of Lading directing our team to who is responsible for pickup and who is “to be billed” for service
3. Notification is to be provided to Design Edge Show Management “on-site” that your shipment is ready for pickup and Design Edge Mgt. will contact the Marshalling Yard to send the pick up team to the dock for pickup
4. Once pickup is completed your team is welcome to depart the facility

Booth Shipping Instructions/ Advance Warehouse Details

1. How do I pack and ship my freight?

All forwarded freight is to either be palletized or blanket wrapped (only for larger furniture pieces) and labeled clearly with the following so that we can prioritize delivery to show site based on a targeted move-in schedule.

Important Note:
Please remember to pack extra materials in preparation for break down and re-ship.

FREIGHT LABELING:

DESIGN EDGE
c/o Company Name/Booth #
AIT Worldwide Logistics

2. Where do I send my Shipment?

All Design Edge Nashville Advance Warehouse shipments must be forwarded to the Warehouse as per the address below:

Red Arrow Delivery Service c/o AIT & Design Edge Show
Booth#
1922 Old Murfreesboro Pike - STE# 175
Nashville, TN 37217

Attn: Wayne Vandevort or Jodi Thompson
Phone#615-883-1702

3. When is the earliest I can have my Shipment arrive? Monday, September 2, 2024

4. When is the latest I can have my Shipment arrive? Friday, September 20, 2024

5. Where will my Shipment go after Design Edge Nashville?

All shipments will go back to the Advance Warehouse in Nashville (address above), and be held there awaiting final instruction from you.

6. What is the Deadline Date for Post Event Shipping Instruction? 2 weeks pre-event: Friday, September 20, 2024

7. What will happen to my Shipment if I miss the return deadline date?

In the event that the Friday, September 20, 2024 deadline date has past, and no instruction has been received by a manufacturer, a freight carrier, of Design Edge Management's preference will be chosen to ship goods to address of origination at manufacturer expense.

Caravan and Direct AIT Shipment Key Details

Did you know that AIT Worldwide Logistics ships multi-manufacturer caravans direct from your corporate warehouse to Design Edge Nashville and back, as well as direct show shipments unavailable to the caravan areas?

Service Highlights

- Cost is per 48" x 40" pallet position
- Final palletized dimensions due 2 weeks prior to show move in
- Product pickup is scheduled the week prior to Design Edge
- Ships directly to show site or advance warehouse
- Ships directly back to your warehouse within 7-10 days of Design Edge
- Limits damage, lost items and ensures timely arrival and departure
- Direct Caravans from key states - NC, CA, TX, IL, FL and more plus direct AIT Network services for areas not serviced by multi-stop caravan truckload
- AIT will be on-site at show end to ensure smooth outbound processing

If interested, the below are prerequisites to qualify:

1. Account must be set up with AIT Worldwide Logistics
2. All product required to be palletized to optimize off-load and reload efficiency

• AIT will be in contact in the coming weeks to introduce themselves and layout key dates and detail.

Lead Retrieval & Lead Retrieval Order Form



**Lead Retrieval Services
Order Form**

Featuring qConnection



Contact Information

Company Booth # Contact

Address City State Zip

Phone Fax Email

QTY	Item Description	On or Before 09/06/2024	After 09/06/2024	Subtotal
1	<p>qConnection App: Exhibitors use own iPhone®, iPod touch®, iPad® (ios 7.1,7.1.1) or Android™ phone or tablet (version 4.4)</p> <p>Package Includes: qConnection lead retrieval app downloaded from apple app store or google play, event set-up through unique access code, and qConnection show management website access. *must purchase one license per device</p>	1 Included w/ Booth Additional: \$290	\$320	
1	<p>Apple® device Rental:</p> <p>Package Includes: Apple® device rental with qConnection lead retrieval app pre-loaded on the device, event set-up through unique access code, and qConnection show management website access.</p>	\$320	\$350	

qConnection Show Management Website:

- ▶ Edit qualifiers prior to scanning
- ▶ Email leads to anyone
- ▶ Download all leads, from all devices
- ▶ View Leads
- ▶ Sort, edit and search leads
- ▶ Mobile friendly

Grand Total

Payment Options: Check _____ Credit Card _____

We accept: Visa, Master card and AMEX

Make Checks payable to: Eleventh & Gather

6840 Meadowridge Ct | Alpharetta, GA | 30005

Advance orders must be accompanied by full payment.

Eleventh & Gather Fed Employ. ID # 20-0499150

Please complete Cardholder information if paying with credit card:

Card Number: _____

Expiration Date: _____ CVV: _____

Name on Card: _____

Billing Address: _____

All orders must be placed at least 10 days prior to event to ensure availability. Any order received less than 10 days prior to event MAY be refused and you will have to purchase onsite. If orders are not placed in advance, there is no guarantee one will be available. All Cancellations must be received in writing no later than five (5) days prior to event to receive a full refund. Any request after will not be refunded. Rentals must be picked up at the lead retrieval desk prior to the start of the event from a Eleventh & Gather manager, in order to receive proper operating instructions. All equipment must be returned to the lead retrieval desk within 45 minutes after the close of the event or a \$100 late fee will be applied. A Non-Refundable charge of \$1200 will be applied for devices not returned to Eleventh & Gather at close of show. Data connection is required for qConnection attendance updates. Eleventh & Gather will not be held responsible for poor/inadequate data coverage in convention hall. It is the exhibitors responsibility to provide themselves with a data connection, whether it be inside or outside the convention building. A Eleventh & Gather manager will upload leads to the qConnection website when units are returned or this can be done daily at the lead retrieval desk. Exhibitor understands that they are purchasing a license to rent the equipment only and no equity or ownership is imparted by this rental agreement.

Agree To Terms and Cancellation Policy: X _____ **Date:** X _____


SUBMIT ORDER TO:

FAX: 678-341-3099


EMAIL: info@prereg.net

PHONE: 678-341-3000

ORDER ONLINE: www.prereg.net/qconnect



qConnection Lead
Retrieval by:



Order online at:
www.prereg.net/qconnect
6840 Meadowridge Court Alpharetta, GA 30005
Phone: 678.341.3000 Fax: 678.341.3099



Real-Time Reporting

No waiting necessary! qConnection will automatically update as long as the device is connected to WiFi. Users have the ability to download leads from the qConnection website Instantaneously and follow-up while still working the conference.



Customizable

qConnection is a user-friendly, Innovative lead retrieval solution molded by over forty years of Industry experience. The app may operate on personal smartphones or tablets placing authority over the leads right at your fingertips.



Easy To Use

The qConnection app is completely customizable. Users have the ability to develop custom qualifiers, add special notes for each lead and/or tailor survey questions within the app to better suit any sales need.

Order Now!



Apple® Device Rental:

Package Includes: Ipad mini rental with qConnect app pre-loaded on the device, event set-up through unique access codes, and qConnect lead management web portal access

\$320/Additional Device on or before 09/06/2024
\$350/Additional Device after 09/06/2024

qConnect App:

Package Includes: qConnect app downloaded from google play or apple store, event set-up through unique access codes, and qConnect lead management web portal access

***1 License is included with the purchase of your booth. Additional Licenses and/or Devices can be purchases at an additional rate.**

\$290/Additional License on or before 09/06/2024
\$320/Additional License after 09/06/2024



Important Dates Checklist

Important Date	Action	Status
Friday, July 26, 2024	Final Booth Configuration Deadline	<input type="checkbox"/>
Friday, July 26, 2024	Final Booth Plan Submittal	<input type="checkbox"/>
Friday, July 26, 2024	Final Booth Chandelier Plan Submittal	<input type="checkbox"/>
Friday, August 9, 2024	Final Booth Paint Deadline	<input type="checkbox"/>
Friday, August 9, 2024	Final In-Booth Monitor Request	<input type="checkbox"/>
Friday, August 23, 2024	Deadline for Buying Guide Submittal/ 6 weeks out	<input type="checkbox"/>
Monday, September 2, 2024	Designer Attendee Mailing List sent	<input type="checkbox"/>
Monday, September 2, 2024	Target Window begins to ship product & displays to advance warehouse/5 weeks out	<input type="checkbox"/>
Monday, September 9, 2024	Early Selection Begins - Design Edge Phoenix/Scottsdale	<input type="checkbox"/>
Friday, September 13, 2024	Deadline for Lead Retrieval Ordering/ 3 weeks out	<input type="checkbox"/>
Friday, September 13, 2024	Room Block Reservation Deadline – Westin Nashville/ 3 weeks out	<input type="checkbox"/>
Friday, September 18, 2024	Early Selection Ends - Design Edge Phoenix/Scottsdale	<input type="checkbox"/>

Important Date	Action	Status
Friday, September 20, 2024	Ship to Adv. Warehouse Deadline/2 weeks out	<input type="checkbox"/>
Monday, September 21, 2024	Open Selection Begins – Design Edge Phoenix/Scottsdale	<input type="checkbox"/>
Tuesday, October 1, 2024	Design Edge Mgt. Move-In/Targeted Manufacturer Move-In	<input type="checkbox"/>
Wednesday, October 2, 2024	Manufacturer Move-In	<input type="checkbox"/>
Friday, October 4, 2024	Day 1 Design Edge Nashville	<input type="checkbox"/>
Saturday, October 5, 2024	Day 2 Design Edge Nashville	<input type="checkbox"/>
Saturday, October 5, 2024	Manufacturer Move-Out Close of Show	<input type="checkbox"/>
Sunday, October 6, 2024	Manufacturer Move-Out	<input type="checkbox"/>
Saturday, October 12, 2024	Freight Decision/Re-Route Day	<input type="checkbox"/>
Thursday, March 13, 2025	Design Edge Phoenix/Scottsdale	<input type="checkbox"/>
Friday, March 14, 2025	Design Edge Phoenix/Scottsdale	<input type="checkbox"/>

ALL DATES IN BLACK – Important **Design Edge Nashville** Planning Date

ALL DATES IN GRAY – Important **Design Edge Phoenix/Scottsdale** Planning Date

ALL DATES NOT HIGHLIGHTED – Important Reference Dates for Design Edge Nashville

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