



Dear Tissue 2018 Exhibitors,

Welcome to Tissue 2018!

We are pleased that you will be joining us October 2 – 5, 2018 in Appleton, WI for this exciting industry event.

This Exhibitor Service Manual has been carefully planned and organized to help you prepare for a successful show! It is intended to be the one resource and reference guide that will assist you in the planning process for Tissue. Pay close attention and adhere to the deadline dates when ordering products and services from show vendors – the savings can be substantial.

The Tissue Management Team along with TAPPI and RISI are available to help you with your exhibiting experience. On behalf of the entire staff of Tissue 2018, we appreciate your participation and look forward to seeing you in Wisconsin.

Let's have a great show!

Sincerely,

Grayson Lutz

Tissue Show Management

glutz@tappi.org



Show Management

General Conference/Program Contact

Scott Springmier

Phone 404.375.0464

Email sspringmier@tappi.org

Sales/Sponsorships Opportunities Contact

Shane Holt

Phone 352.333.3345

E-mail papercon@naylor.com

Exhibit Operations Contact

Grayson Lutz

Phone 678.471.5838

E-mail glutz@tappi.org

Meeting Planner

Shannon Van Duren

Phone 770.209.7260

E-mail svanduren@tappi.org



Preliminary Schedule-At-A-Glance

schedule subject to change

Tuesday, October 2

8:00am – 5:00pm	Yankee Dryer Meeting*
8:00am – 12:00pm	SGS Tissue Testing Workshop & Mill Tour*
8:00am – 12:00pm	Pulsar Tour*
12:00pm – 5:00pm	Registration
1:00pm – 5:00pm	CR Meyer Tour*
5:00pm – 6:30pm	Welcome Reception (all attendees and exhibitors welcome) Location TBD

Wednesday, October 3

▪ Lunch/Reception in Exhibit Hall

7:00am – 6:30pm	Registration
8:00am – 12:00pm	Exhibitor Move-In
8:00am – 10:00am	Keynote
10:00am – 10:30am	AM Beverage Break
10:00am – 12:00pm	Tissue Breakout Sessions
12:00pm – 1:30pm	Lunch in Exhibit Hall
1:30pm – 3:00pm	Tissue Breakout Sessions
3:00pm – 5:00pm	Exhibit Hall Open
5:00pm - 6:30pm	Reception (all attendees and exhibitors welcome)

Thursday, October 4

▪ Breaks/Lunch/Reception in Exhibit Hall

7:30am – 5:00pm	Registration
8:00am – 10:00am	Keynote
10:00am – 10:30am	AM Beverage Break
10:30am – 12:00pm	Tissue Breakout Sessions
12:00pm – 1:30pm	Lunch in Exhibit Hall
1:30pm – 3:00pm	Tissue Breakout Sessions



3:00pm - 5:30pm

Exhibit Hall Open/Reception in Exhibit Hall (all attendees and exhibitors welcome)

5:30pm – 9:00pm

Exhibitor Breakdown

Friday, October 5

7:30am –12:00pm

Registration

8:00am – 10:00am

Keynote

10:00am – 10:30am

AM Beverage Break

10:30am – 1:30pm

Tissue Division/Properties Meetings

10:30am – 3:00pm

Fabio Perini Tour*

1:30pm

Adjournment

*Additional Registration/Fee



Frequently Asked Questions

What comes standard with my booth?

- Each 10'x10' Booth comes with:
 - 8' High Back Drape, 3' High Side Dividers, and a 3" x 44" Identification Sign
 - One (1) 8' (24") Green Draped Table, 2 Chairs and a Wastebasket
 - Two Complimentary Exhibit Personnel Registrations
 - Full Conference Registrations (includes access to the coffee breaks and program sessions)(Up to 2 for Level 1 & 2 exhibitors/Up to 1 for Level 3 exhibitors)
 - Ad in Conference Guide (Full page for Level 1 & 2 exhibitors)
 - Networking opportunities – two receptions and two lunches in the Exhibit Hall
 - Pre and Post Conference Attendee List with contact information (excluding e-mail addresses)
 - Company listing with 50-word description in Conference Guide
 - E-Blast to attendees
 - Recognition as an Exhibitor on the Tissue Web page
- **Carpet:** The exhibit hall is carpeted
- **Show Colors:** Green/White

What is the maximum booth height?

- The height restriction for all in-line linear booths is 8 ft.

The maximum height is allowed only in the rear half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

To verify booth height or exhibit display restrictions, please contact Grayson Lutz at glutz@tappi.org.

May I hang a sign from the facility ceiling over my booth?

Hanging signs are NOT permitted



How do I ship my materials?

You may ship your booth materials in ADVANCE to the Green Bay Exposition Services Warehouse. Please pay special attention to the shipping deadline dates and shipping forms. The Green Bay Exposition Services (GBES) Show Information form provides instructions and addresses for shipping.

Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers, and the carrier. This information is extremely important when trying to locate missing freight.

What are the Move-in and Move-out dates and times?

Exhibitor Move-In

Wednesday, October 3 8:00am – 12:00pm

Exhibitor Move-Out

Thursday, October 4 5:30pm – 6:30pm

Friday, October 5 8:00am – 12:00pm

All exhibits must be set by 12:00pm on Wednesday, October 3rd. Exhibitor move-out will commence at the close of show on Thursday, October 4 at 5:30pm. It is against the Tissue Rules and Regulations to move-out any display equipment or materials until after the published move-out time.

Are children allowed on the Exhibit Floor?

No infants or children under 16 years of age will be admitted into the show.

Are exhibitors required to obtain a Certificate of Insurance which includes Tissue 2018?

Yes, all exhibitors must have adequate insurance coverage for Tissue 2018. Contact *John Buttine Insurance Inc.*; Phone 212.697.1010; Ext. 49 E-mail kar@buttine.com; www.buttine.com.

Please fax or e-mail all Certificates of Insurance naming Tissue, TAPPI, Fox Cities Exhibition Center and Green Bay Exposition Services as additional insured to: Fax 678.866.2525 or E-mail glutz@tappi.org.

How do I make my hotel reservations?

Discounted rooms are available at the Red Lion Hotel Paper Valley (previously Radisson Paper Valley Hotel). **Be sure to mention you are attending Tissue 2018.**

Please visit the 2018 [Hotel Reservations Link](#) on the Tissue website to make your reservation.



What do I do if I want to reserve a Hospitality Suite?

If you are interested in reserving a hospitality suite, please inquire to Shannon Van Duren at TAPPI, svanduren@tappi.org.

How can I get an invitation letter for my visa?

First you must register to attend Tissue 2018. Once you are registered, contact TAPPI for further instructions - <http://www.tappi.org/Events/Travel-Visa-Information/>.

Additional questions?

Please refer to the Contact List to locate the appropriate company/person.