

5931 Campus Circle Drive West, Irving, Texas 75063
 Phone: 972.580.9000
 Email: ExhibitorService@theexpogroup.com
 Order Services online at theexpogroup.com

GEOINT Symposium 2022
 Gaylord Rockies Resort & Convention Center
 Aurora, CO
 April 24-27, 2022

Discount Deadline:
March 28, 2022

Exhibit Hall Colors

Back drape color: Navy/White/Navy
 Side drape color: White
 Aisle carpet color: Pepper

NOTE: Carpet/Flooring is REQUIRED for all exhibitors in the show.

Exhibit Hall Hours

Exhibitor Move-In

Friday	April 22, 2022	1:00pm - 5:00pm	(Targets 600 + sq ft Only)
Saturday	April 23, 2022	8:00am - 5:00pm	(all Exhibitors)
Sunday	April 24, 2022	8:00am - 5:00pm	

All exhibits must be fully installed, empty containers removed and moved to storage by 5:00pm on Sunday, April 24, 2022. Additional charges may apply for empty removal after this time.

Show Hours

Monday	April 25, 2022	10:00am - 5:00pm
Tuesday	April 26, 2022	10:00am - 5:00pm
Wednesday	April 27, 2022	10:00am - 2:00pm

Exhibitor Move-Out

Wednesday	April 27, 2022	2:00pm - 10:00pm
Thursday	April 28, 2022	8:00am - 10:00am

Dismantle

The Expo Group will begin returning empty containers **once aisle carpet has been removed from the floor.**

All Booths must be dismantled by Thursday, April 28, 2022 by 8:00am.

All carriers other than the official show carriers must check in at the freight desk by 8:00am on Thursday, April 28, 2022 otherwise exhibitor shipments will be subject to rerouting.

Important Dates

Expedite Fees

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics
 50% Expedite Fee if ordered after April 1, 2022.
 100% Expedite Fee if ordered after April 8, 2022.

Installation Dates

Audio Visual/Computer equipment, if ordered, will be installed starting on April 22, 2022.

Cancellation Dates

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics
 A 50% penalty is charged for cancellations after March 28, 2022, and prior to April 13, 2022.



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Important Dates (cont.)

Cancellation Dates (cont.)

Labor

Labor cancellations received less than 2 days prior to scheduled service will be billed a 1-hour minimum charge.

All Remaining Services

Received on or after April 12, 2022, are subject to a charge of 100% of the order total.

Shipping Information

Advance Receiving at the Warehouse

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
GEOINT Symposium 2022
c/o The Expo Group
ABF Freight
5871 N Broadway
Denver, CO 80216

- Advance Shipments will be accepted between Monday, March 28, 2022 through Tuesday, April 19, 2022.
- **Materials received after April 15, 2022 will be subject to an additional surcharge.**
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

Direct Shipments to Gaylord Rockies Resort & Convention Center

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
GEOINT Symposium 2022
Gaylord Rockies Resort & Convention Center
c/o The Expo Group
6700 North Gaylord Rockies Blvd
Aurora, CO 80019

Direct shipments must arrive at show-site beginning at 1:00pm on Friday, April 22, 2022 through Wednesday, April 27, 2022. Shipping labels are included in this Exhibitor Service Manual.

PLEASE NOTE: All freight and furniture for Meeting Rooms will be delivered to your booth. Additional booth labor may be required to move materials from your booth to your designated Meeting Room.

THE EXPO GROUP

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Quick Facts

Discount Deadline:
March 28, 2022

Shipping Information

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier:

ABF Freight

Air Carrier / Small Package:

Airways Freight