



Discount Deadline:  
April 1, 2024

<b>BOOTH EQUIPMENT</b>	<p>All inline booths will be set with 8' high back drape, and 3' high side drape. Booths 300 sqft and less will receive a 7" x 44" identification sign. Booths larger than 300 sqft may receive a 7" x 44" identification sign upon request.</p> <p style="text-align: center;">Drape Color: Royal Blue / Snow White      Carpet Color: Pepper</p> <ul style="list-style-type: none"> <li>See Rules and Regulations for booth setup guidelines.</li> </ul>																											
<b>EXHIBIT HALL CARPET</b>	<p>The exhibit area is not carpeted. Booth flooring is <b>REQUIRED</b>.</p>																											
<b>DISCOUNT PRICE DEADLINE</b>	<p>Take advantage of the discounted rates - place your order on or before <b>April 1, 2024</b>.</p>																											
<b>SHOW SCHEDULE</b>	<p><b>Exhibitor Move-In</b></p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Friday</td> <td>May 3, 2024</td> <td style="text-align: center;">12:00pm - 5:00pm</td> <td style="text-align: right;">(600 sq. ft. and larger)</td> </tr> <tr> <td style="text-align: right;">Saturday</td> <td>May 4, 2024</td> <td style="text-align: center;">8:00am - 5:00pm</td> <td></td> </tr> <tr> <td style="text-align: right;">Sunday</td> <td>May 5, 2024</td> <td style="text-align: center;">8:00am - 5:00pm</td> <td></td> </tr> </table> <p><b>Exhibit Hours</b></p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Monday</td> <td>May 6, 2024</td> <td style="text-align: center;">10:00am - 5:00pm</td> </tr> <tr> <td style="text-align: right;">Tuesday</td> <td>May 7, 2024</td> <td style="text-align: center;">10:00am - 5:00pm</td> </tr> <tr> <td style="text-align: right;">Wednesday</td> <td>May 8, 2024</td> <td style="text-align: center;">10:00am - 2:00pm</td> </tr> </table> <p><b>Exhibitor Move-Out</b></p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: right;">Wednesday</td> <td>May 8, 2024</td> <td style="text-align: center;">2:00pm - 10:00pm</td> </tr> <tr> <td style="text-align: right;">Thursday</td> <td>May 9, 2024</td> <td style="text-align: center;">8:00am - 10:00am</td> </tr> </table>	Friday	May 3, 2024	12:00pm - 5:00pm	(600 sq. ft. and larger)	Saturday	May 4, 2024	8:00am - 5:00pm		Sunday	May 5, 2024	8:00am - 5:00pm		Monday	May 6, 2024	10:00am - 5:00pm	Tuesday	May 7, 2024	10:00am - 5:00pm	Wednesday	May 8, 2024	10:00am - 2:00pm	Wednesday	May 8, 2024	2:00pm - 10:00pm	Thursday	May 9, 2024	8:00am - 10:00am
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<b>EXHIBITOR SERVICE INFORMATION</b>	<ul style="list-style-type: none"> <li>Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.</li> <li>If you need assistance with the following services, please click the corresponding link below: Audio Visual</li> </ul>																											
<b>DISMANTLE AND MOVE OUT INFORMATION</b>	<ul style="list-style-type: none"> <li>All exhibitor materials must be removed from the exhibit facility by <b>May 9, 2024</b>. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by <b>May 9, 2024 at 8:00am</b>.</li> <li>In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.</li> <li>The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.</li> <li>All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.</li> </ul>																											



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**DISMANTLE AND MOVE OUT INFORMATION**  
*(continued)*

- Our Customer Service Management Team will gladly prepare your outbound Material Handling Agreement (MHA) and labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site.
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

**SHIPPING INFORMATION**  
*(See labels included in manual)*

**Advance Warehouse Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
GEOINT 2024 Symposium  
C/O The Expo Group  
2502 Lake Orange Drive  
Orlando, FL 32837

- The Expo Group will accept crated, boxed or skidded materials beginning , at the above address **April 15, 2024**. Shipments arriving after **April 25, 2024** will be received at the warehouse with an additional after deadline charge.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.
- Certified weight tickets must accompany all shipments.

**Direct To Show Site Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
GEOINT 2024 Symposium  
C/O The Expo Group  
Gaylord Palms Resort & Convention Center - Halls A-F  
3208 Gaylord Way  
Kissimmee, FL 34746

The Expo Group will receive shipments at the exhibit facility beginning **May 3, 2024**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Certified weight tickets must accompany all shipments.

**Please note:**

All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.