

Exhibit Hall Colors	Back drape color:	Black	
	Side drape color:	Black	
	Aisle carpet color:	Pepper	
Exhibit Hall Hours	Exhibitor Move-In		
	Monday	March 16, 2020	1:00 pm - 5:00 pm
	Tuesday	March 17, 2020	8:00 am - 3:00 pm
	Show Hours		
	Tuesday	March 17, 2020	3:00 pm - 7:00 pm Exhibits Open/Poster Viewing
			5:00 pm - 7:00 pm Opening Reception
	Wednesday	March 18, 2020	9:30 am - 10:00 am Break with Exhibitors
			12:00 pm - 2:00 pm Lunch in Exhibit Hall
			5:30 pm - 7:00 pm Exhibits Open/Poster Viewing
	Thursday	March 19, 2020	9:30 am - 10:00 am Break with Exhibitors
			12:00 pm - 2:00 pm Lunch in Exhibit Hall
	Exhibitor Move-Out		
	Thursday	March 19, 2020	2:00 pm - 6:00 pm
Dismantle	All Booths must be dismantled by Thursday, March 19, 2020 by 6:00 pm. All carriers other than the official show carriers must check in at the freight desk by 4:00 pm on Thursday, March 19, 2020, otherwise exhibitor shipments will be subject to rerouting.		
Important Dates	Expedite Fees <i>Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics</i> 50% Expedite Fee if ordered after February 24, 2020. 100% Expedite Fee if ordered after March 2, 2020.		
	Cancellation Dates <i>Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics</i> A 50% penalty is charged for cancellations after February 17, 2020, and prior to March 2, 2020. <i>All Remaining Services</i> Received on or after March 9, 2020, are subject to a charge of 50% or 100% of the order total depending on the service.		



Shipping Information

Advance Receiving at the Warehouse

Address: c/o The Expo Group
2502 Lake Orange Drive
Orlando, FL 32837

- Advance Shipments will be accepted between Thursday, February 6, 2020, through Friday, March 6, 2020.
- **Materials received from March 9, 2020 to March 13, 2020 will be subject to an additional surcharge.**
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

Direct Shipments to Gaylord Palms Resort and Convention Center - Florida E-F

Address: Gaylord Palms Resort and Convention Center - Florida E-F
c/o The Expo Group
3208 Gaylord Way
Kissimmee, FL 34746

Direct shipments must arrive at show-site beginning at 1:00 pm on Monday, March 16, 2020 through Thursday, March 19, 2020. Shipping labels are included in this Exhibitor Service Manual.

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: YRC Freight
Air Carrier / Small Package: Airways Freight