



**Exhibit Hall
 Colors**

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

**Booth
 Package**

Exhibitors will receive the following items for each 10 x 10 booth space.

- 10' x 10' Black Booth Carpet
- (2) Side Chairs
- Daily Vacuuming
- (1) Standard Booth Identification Sign (Company Name and booth number)
- (1) 6' Black Draped Table
- (1) Wastebasket

Upgrades to this package and additional items to enhance your booth space are available for rental. Please contact your Customer Account Manager if you require assistance or have any questions concerning your booth orders.

**Exhibit Hall
 Hours**

Exhibitor Move-In

Tuesday	November 1, 2022	9:00am - 5:00pm
Wednesday	November 2, 2022	7:30am - 9:00am

All exhibits must be fully installed, empty containers removed and moved to storage by 5:00pm on Tuesday, November 1, 2022. Additional labor charges will apply for empty removal on Tuesday after 5:00pm and anytime on Wednesday, November 2, 2022.

Show Hours

Wednesday	November 2, 2022	10:30am - 6:30pm	
		5:00pm - 6:30pm	(Networking Reception)
Thursday	November 3, 2022	8:00am - 5:30pm	
		4:15pm - 5:30pm	(Networking Reception)
Friday	November 4, 2022	8:00am - 1:00pm	

Exhibitor Move-Out

Friday	November 4, 2022	1:01pm - 5:00pm
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Dismantle

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

All Booths must be dismantled by Friday, November 4, 2022 by 4:00pm.

All carriers other than the official show carriers must check in at the freight desk by 4:00pm on Friday, November 4, 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 orders or graphics received after October 11, 2022.
 100% Expedite Fee if orders or graphics received after October 18, 2022.



Important Dates (Cont.)

Cancellation Dates

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics

A 50% penalty is charged for cancellations after October 3, 2022, and prior to October 22, 2022.

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 October 22, 2022, are subject to a charge of 100% of the order total.

Shipping Information

Advance Receiving at the Warehouse

Address: <EXHIBITOR COMPANY NAME & BOOTH NUMBER>
SAME 2022 Federal Small Business Conference
c/o The Expo Group
ABF Freight
890 Visco Drive
Nashville, TN 37210

- Advance Shipments will be accepted between Monday, October 3, 2022 through Thursday, October 27, 2022.
- Materials received after October 20, 2022 will be subject to an additional surcharge.
- Warehouse hours are Monday through Friday, 9:00am to 3:00pm.

Direct Shipments to Music City Center - Halls A-C

Address: <EXHIBITOR COMPANY NAME & BOOTH NUMBER>
SAME 2022 Federal Small Business Conference
Music City Center - Halls A-C
c/o The Expo Group
700 Korean Veterans Blvd
Nashville, TN 37203

Direct shipments must arrive at show-site beginning at 9:00am on Tuesday, November 1, 2022 through Friday, November 4, 2022. Shipping labels are included in this Exhibitor Service Manual.

THE EXPO GROUP

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



Music City Center
Nashville, TN

Quick Facts

Discount Deadline:
October 3, 2022

Shipping Information (Cont.)

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:

TTS Logistics