

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

DISTRIBUTECH International 2023
 San Diego Convention Center
 San Diego, CA
 February 7-9, 2023

Discount Deadline:
January 3, 2023

Exhibit Hall Colors

Back drape color: Black
 Side drape color: Black
 Aisle carpet color: Pepper

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

Exhibit Hall Hours

Exhibitor Move-In

Friday	February 3, 2023	8:00am - 5:00pm	(Target Move-In Only)
Saturday	February 4, 2023	8:00am - 5:00pm	(Island Booths 20'x20' and Larger Only)
Sunday	February 5, 2023	8:00am - 5:00pm	(All Exhibitors)
Monday	February 6, 2023	8:00am - 5:00pm	

Show Hours

Tuesday	February 7, 2023	10:00am - 6:00pm
Wednesday	February 8, 2023	10:00am - 5:00pm
Thursday	February 9, 2023	9:00am - 1:00pm

Exhibitor Move-Out

Thursday	February 9, 2023	1:00pm - 8:00pm
Friday	February 10, 2023	8:00am - 4:00pm

Dismantle

All Booths must be dismantled by Friday, February 10, 2023 by 2:00pm.
 All carriers other than the official show carriers must check in at the freight desk by 3:00pm on Friday, February 10, 2023 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 January 13, 2023.
 100% Expedite Fee if ordered after January 20, 2023.

Cancellation Dates

Portable Solutions, Perspective Rental Exhibits and Accessories, and Graphics
 A 50% penalty is charged for cancellations after January 3, 2023, and prior to January 24, 2023.

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 January 24, 2023, are subject to a charge of 100% of the order total.

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

DISTRIBUTECH International 2023
San Diego Convention Center
San Diego, CA
February 7-9, 2023

Discount Deadline:
January 3, 2023

Shipping Information

Advance Receiving at the Warehouse

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
DISTRIBUTECH International 2023
c/o The Expo Group
ABF Freight
7075 Carroll Road
San Diego, CA 92121

- Advance Shipments will be accepted between Monday, January 3, 2023 through Tuesday, January 31, 2023.
- Materials received after January 27, 2023 will be subject to an additional surcharge.
- Warehouse hours are Monday through Friday, 9:00am to 3:00pm.
- Please note that The Expo Group Warehouse does not accept uncrated freight, such as loose, pad-wrapped materials and/or unskidded machinery equipment, COD or Collect shipments, hazardous materials, freight requiring refrigeration or frozen storage, a single piece of freight weighing more than 5000 pounds or a single piece of freight larger than 108"H x 93"W in dimension.

Direct Shipments to San Diego Convention Center - Halls A-H

Address: <EXHIBITOR COMPANY NAME>
<EXHIBITOR BOOTH NUMBER>
DISTRIBUTECH International 2023
San Diego Convention Center - Halls A-H
c/o The Expo Group
111 West Harbor Drive
San Diego, CA 92101

Targeted Move-In shipments must arrive at show-site beginning at 8:00am on Friday, February 3, 2023 through Thursday, February 9, 2023. Shipments for Island Booths without a Targeted Move-in must arrive at show-site beginning at 8:00am on Saturday, February 4, 2023 through Thursday, February 9, 2023. All other Direct shipments must arrive at show site beginning at 8:00am on Sunday, February 5, 2023 through Thursday, February 9, 2023. 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

<u>Common Carrier:</u>	ABF Freight
<u>Air Carrier / Small Package:</u>	Airways Freight
<u>International Freight Forwarder:</u>	Agility Fairs and Events