

**Exhibit Hall Colors**  
 Back drape color: Black  
 Side drape color: Black  
 Aisle carpet color: Exhibit Hall is Carpeted.

**Exhibit Hall Hours** **Exhibitor Move-In**

Sunday	October 2, 2022	8:00am - 4:00pm
Monday	October 3, 2022	10:00am - 2:00pm

**All exhibits must be fully installed, empty containers removed and moved to storage by 2:00pm on Monday, October 3, 2022.** Additional charges may apply for empty removal after this time.

**Show Hours**

Monday	October 3, 2022	3:00pm - 6:00pm	(Reception)
Tuesday	October 4, 2022	10:45am - 2:00pm	(Lunch)

**Exhibitor Move-Out**

Tuesday	October 4, 2022	2:00pm - 6:00pm
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**Dismantle** The Expo Group will begin returning empty containers **once the show has closed**, All Booths must be dismantled by Tuesday, October 4, 2022 by 6:00pm.  
 All carriers other than the official show carriers must check in at the freight desk by 2:30pm on Tuesday, October 4, 2022, otherwise exhibitor shipments will be subject to rerouting.

**Important Dates** **Expedite Fees**

*Graphics*  
 50% Expedite Fee if ordered after September 9, 2022.  
 100% Expedite Fee if ordered after September 16, 2022.

**Cancellation Dates**

*Graphics*  
 A 50% penalty is charged for cancellations after September 9, 2022, and prior to September 21, 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 September 21, 2022, 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](mailto:ExhibitorService@theexpogroup.com)  
Order Services online at [theexpogroup.com](http://theexpogroup.com)

AHE Exchange 2022  
Hilton Orlando  
Orlando, FL  
October 3-5, 2022

**Discount Deadline:**  
**September 9, 2022**

Shipping Information

**Advance Receiving at the Warehouse**

Address: <EXHIBITOR COMPANY NAME>  
<EXHIBITOR BOOTH NUMBER>  
AHE Exchange 2022  
The Expo Group  
2502 Lake Orange Drive  
Orlando, FL 32837

- Advance Shipments will be accepted between Tuesday, September 6, 2022 through Wednesday, September 28, 2022.
- Materials received after September 23, 2022 will be subject to an additional surcharge.
- Warehouse hours are Monday through Friday, 9:00 am to 3:00 pm.

**Direct Shipments to Hilton Orlando**

Address: <EXHIBITOR COMPANY NAME>  
<EXHIBITOR BOOTH NUMBER>  
AHE Exchange 2022  
Hilton Orlando  
c/o The Expo Group  
6001 Destination Parkway  
Orlando, FL 32819

Direct shipments must arrive at show-site beginning at 8:00am on Sunday, October 2, 2022 through Tuesday, October 4, 2022. 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>	EAX Worldwide