



Discount Deadline:
April 8, 2024

BOOTH EQUIPMENT

All inline booths will be set with 8' high black back drape and 3' high black side drape. Booths 300 sq. ft. and less will receive a 7" x 44" identification sign. Booths 300 sq ft and less will receive a 7" x 44" identification sign. Booths larger than 300 sq ft may receive a 7" x 44" identification sign upon request.

- See Rules and Regulations for booth setup guidelines.

EXHIBIT HALL CARPET

The exhibit area is not carpeted. Aisle carpet will be pepper. Booth flooring is required.

DISCOUNT PRICE DEADLINE

Take advantage of the discounted rates - place your order on or before April 8, 2024.

SHOW SCHEDULE

Exhibitor Move-In : (*PLEASE REFER TO THE TARGETED FLOOR PLAN TO FIND YOUR TARGETED MOVE-IN TIME.)

Wednesday	May 8, 2024	1:00pm - 5:00pm	Halls C & D Only
Thursday	May 9, 2024	8:00am - 5:00pm	Halls C & D Only
Friday	May 10, 2024	8:00am - 5:00pm	
Saturday	May 11, 2024	8:00am - 5:00pm	
Sunday	May 12, 2024	8:00am - 5:00pm	

Exhibit Hours

Monday	May 13, 2024	11:00am - 5:00pm
Tuesday	May 14, 2024	11:00am - 5:00pm
Wednesday	May 15, 2024	9:00am - 12:00pm

Exhibitor Move-Out

Wednesday	May 15, 2024	12:00pm - 8:00pm
Thursday	May 16, 2024	8:00am - 5:00pm
Friday	May 17, 2024	8:00am - 10:00am

EXHIBITOR SERVICE INFORMATION

- **NOTE:** If you do not plan to arrive on show-site until **MONDAY MORNING**, May 13, 2024, the earliest you **will be allowed into the hall will be 9:00am.**
- All machinery and equipment must be contained within your booth space. If determined at showsite that machinery extends past the booth space, exhibitor may be required to move/adjust equipment or install stanchions or barriers at their expense.
- 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.
- If you need assistance with the following services, please click the corresponding link below:

[Electrical](#) [Water/Air/Plumbing](#) [Internet](#) [Hanging Sign](#)

DISMANTLE AND MOVE OUT INFORMATION

- All exhibitor materials must be removed from the exhibit facility by May 17, 2024. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by May 17, 2024 at 8:00am.
- Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for 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 and Dismantle Labor, Forklift/ Rigging Labor and/or Dumpster Fees.
- 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.
- The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.



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DISMANTLE AND MOVE OUT INFORMATION
(continued)

- 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.
- 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.

Important Dates

April 8, 2024

Deadline to submit:

- Booth floor plans for review and approval
- Hanging signs rigging plans

Discount Deadline for:

- Booth Services
- Utilities, Audio Visual, and Floral
- Hanging sign rigging plans
- Submitting EAC forms
- Third Party Authorization submission

April 15, 2024

First day to receive freight at the Advance Warehouse - New date!

April 30, 2024

- **Last day to receive freight at the Advance Warehouse without penalty**
- **Final utility floor plans must be received**

May 3, 2024

Last day to ship to the Advance Warehouse

May 8, 2024

1:00 pm - first day of Targeted Move-In



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SHIPPING INFORMATION

(See labels included in manual)

Advance Warehouse Shipping Address:

Exhibiting Company Name / Booth # _____

The Car Wash Show™ 2024
 C/O The Expo Group
 Metro Air Services C/O PGL
 805 Airpark Commerce Dr
 Nashville, TN 37217

- The Expo Group will accept crated, boxed or skidded materials beginning, at the above address April 15, 2024. Shipments arriving after April 30, 2024 will be received at the warehouse with an additional after deadline charge.
- Do not ship machinery to the advance warehouse. Machinery can only be accepted as part of direct shipments on your target date and time to the Convention Center.
- 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 # _____

The Car Wash Show™ 2024
 C/O The Expo Group
 Music City Center - Halls A-D
 700 Korean Veteran's Blvd
 Nashville, TN 37203

The Expo Group will receive shipments at the exhibit facility beginning **on your target move-in date and time**. 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.

All drivers must check in to the Marshalling Yard to be unloaded. Please see the marshalling yard map in this service manual.

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.