

Your Booth

Each booth space will receive the following Package:

- (1) 6' Black Draped Table
- (2) Slimline Chairs
- (1) Wastebasket
- (1) Booth ID Sign
- Pipe & drape (Drape Colors: Blue/Black/Blue with Black side rails)

Aisle Carpet: N/A Hall is carpeted

- See Rules and Regulations for booth setup guidelines.
- Carpet/Flooring is optional for all exhibitors in the show and is the responsibility of the exhibitor.

Exhibitors with booths larger than 100 sq ft must submit the Furniture Package Order form by the discount deadline to receive additional tables and chairs. You may request up to one booth package per 100 sq ft of paid exhibit space. No substitutions are permitted.

Important Dates

<b>Discount Deadline Date</b>	Thursday, May 8, 2023	
<b>Advance Freight Receiving Begins</b>	Monday, May 22, 2023	
<b>Late to Warehouse Surcharge begins</b>	Thursday, June 1, 2023	
<b>Last Day for Advance Warehouse Receiving</b>	Monday, June 5, 2023	
<b>Direct Freight Receiving Begins</b>	Thursday, June 8, 2023	8:00am
<b>Exhibitor Move-In</b>	Thursday, June 8, 2023	8:00am - 5:00pm
	Friday, June 9, 2023	8:00am - 10:00am
<b>Show Hours</b>	Friday, June 9, 2023	11:00am - 6:00pm
	Saturday, June 10, 2023	9:30am - 1:00pm
<b>Exhibitor Move-Out</b>	Saturday, June 10, 2023	1:00pm - 5:00pm
<b>Outbound Carrier must be checked-in by</b>	Saturday, June 10, 2023	<b>See Note Below</b>
<b>Show Floor to be Cleared by</b>	Saturday, June 10, 2023	5:00pm

Dismantle

The Expo Group will begin returning empty containers **once the show closes.**

**Please Note: Due to limited dock space and no storage areas, all outbound shipments are required to either be hand carried to a local shipping store or shipped out via the show carrier, ABF Freight. Outside carriers will not be permitted to pick up freight at the dock after the show**

Additional Services

If you need assistance with Electric, Internet or AV services, please email Encore at: [exhibits@encoreglobal.com](mailto:exhibits@encoreglobal.com) or call 800.966.4498

## Shipping Information

(See labels included in manual)

### ADVANCE WAREHOUSE

<EXHIBITOR COMPANY NAME & BOOTH NUMBER>

Hazmat Conference 2023

The Expo Group

c/o ABF Freight

6720 Washington Blvd

Elkridge, MD 21075

- The advance warehouse will be closed May 29, 2023 for the Memorial Day holiday.

### Direct Shipments to Hilton Baltimore

- All freight will be loaded through a freight elevator. Crates, etc. must be able to fit through an opening 9'10"w x 7'5"h, with a maximum load of 5,500. lbs.
- **ATTENTION EXHIBITORS:** The Hilton Baltimore will not accept any direct shipments. To ensure your shipments arrive they must be personally carried in by exhibitors during exhibitor move-in hours or sent to the advance warehouse. Anything shipped to the Hilton Baltimore will be the sole responsibility of the exhibitor as hotel facilities do not have storage capacity for items sent directly to the hotel and may refuse delivery.
- **Outbound:** Due to limited dock space and no storage areas, all outbound shipments are required to either be hand carried to a local shipping store or shipped out via the show carrier, ABF Freight. Outside carriers will not be permitted to pick up freight at the dock after the show.

### 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