

**BOOTH EQUIPMENT**

**Tampa Convention Center (TCC):** 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 larger than 300 sq ft may receive a 7" x 44" identification sign upon request. Carpeting/Flooring is required for all Upper Level Exhibits. Lower Level exhibits are in a carpeted ballroom.

- See Rules and Regulations for booth setup guidelines.

**DISCOUNT PRICE DEADLINE**

Take advantage of the discounted rates - place your order on or before April 1, 2024.

**SHOW SCHEDULE**

**Exhibitor Move-In (See Target Floor Plan for your move-in date and time)**

Friday	May 3, 2024	Freight Only	Targeted Freight Only
Saturday	May 4, 2024	8:00am - 12:00pm	Targeted Move-In TCC Level 3
Saturday	May 4, 2024	1:00pm - 5:00pm	Targeted Move-In TCC Level 3
Saturday	May 4, 2024	1:00pm - 5:00pm	Targeted Move-In TCC Level 1
Sunday	May 5, 2024	8:00am - 5:00pm	Targeted Move-In TCC Levels 1 & 3
Monday	May 6, 2024	8:00am - 5:00pm	Targeted Move-In TCC Levels 1 & 3
Monday	May 6, 2024	8:00am - 5:00pm	Outdoor Exhibitor Move-In

**Exhibit Hours**

Tuesday	May 7, 2024	10:00am - 5:00pm
Wednesday	May 8, 2024	10:00am - 5:00pm
Thursday	May 9, 2024	10:00am - 3:00pm

**Exhibitor Move-Out**

Thursday	May 9, 2024	3:00pm - 10:00pm
Friday	May 10, 2024	8:00am - 4:00pm

**EXHIBITOR SERVICE INFORMATION**

- 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](#)   [Internet](#)   [Hanging Sign](#)   [Audio Visual](#)

**DISMANTLE AND MOVE OUT INFORMATION**

- All exhibitor materials must be removed from the **Tampa Convention Center** by May 10, 2024. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check -in by May 10, 2024 at 2:00pm.
- 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.
- 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.

**DISMANTLE  
AND  
MOVE OUT  
INFORMATION**  
*(continued)*

- 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.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an 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 & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.

**SHIPPING  
INFORMATION**  
*(See labels  
included in  
manual)*

**Advance Warehouse Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
SOF Week 2024  
c/o The Expo Group  
Myers Freight  
4912 W Knox Street, Suite 200  
Tampa, FL 33634

- The Expo Group will accept crated, boxed or skidded materials at the above address, beginning **April 10, 2024**. Shipments arriving after April 24, 2024 will be received at the warehouse with an additional after deadline charge.
- 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 - 3:00pm. 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 Tampa Convention Center:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
SOF Week 2024  
c/o The Expo Group  
Tampa Convention Center  
333 South Franklin Street  
Tampa, FL 33602

The Expo Group will receive shipments at **Tampa Convention Center beginning May 4, 2024**. 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.

**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.