

BOOTH EQUIPMENT	<p>JW Marriott: 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. Ballrooms are carpeted.</p> <ul style="list-style-type: none"> • See Rules and Regulations for booth setup guidelines.
DISCOUNT PRICE DEADLINE	<p>Take advantage of the discounted rates - place your order on or before April 1, 2024.</p>
SHOW SCHEDULE	<p>Exhibitor Move-In</p> <p>Monday May 6, 2024 8:00am - 5:00pm</p> <p>Exhibit Hours</p> <p>Tuesday May 7, 2024 10:00am - 5:00pm Wednesday May 8, 2024 10:00am - 5:00pm Thursday May 9, 2024 10:00am - 3:00pm</p> <p>Exhibitor Move-Out</p> <p>Thursday May 9, 2024 3:00pm - 10:00pm</p>
EXHIBITOR SERVICE INFORMATION	<ul style="list-style-type: none"> • 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 Audio Visual
DISMANTLE AND MOVE OUT INFORMATION	<ul style="list-style-type: none"> • All exhibitor materials must be removed from the JW Marriott by May 9, 2024. To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by May 9, 2024 at 8:00pm. • 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.

Tampa Convention Center/JW Marriott
Tampa, FL
May 7-9, 2024

Discount Deadline:
April 1, 2024

**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 JW Marriott:

DIRECT SHIPMENTS TO THE JW MARRIOTT WILL NOT BE ACCEPTED.

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.