



The Ritz-Carlton Grande Lakes – Orlando

Exhibitors Move In on Friday

9:00 AM –5:00 PM

Exhibit Hall aisles must be cleared of boxes and crates on Friday, June 25 by 5:00 PM and booth construction completed by 4:00 PM. Request for access to the hall before or after hours must be made in advance through the show contact.

Friday, June 25	
9:00 AM–5:00 PM	Exhibitors Move In
6:15–7:45 PM	Opening Reception with Attendees

Saturday, June 26	
7:00 –8:00 AM	Breakfast with Attendees
10:00–11:15 AM	Break with Attendees
12:00–2:30 PM	Lunch with Attendees
2:30–4:00 PM	Exhibitors Move Out

Exhibitors Move Out on Saturday

2:30–4:00 PM

PLEASE DO NOT BREAK DOWN YOUR BOOTHS UNTIL 2:30 PM ON SATURDAY. All exhibits must be completely packed and ready for shipping and all material handling/outbound-shipping forms must be completed and left in your booth for pick-up. Booths must be cleared by 4:00 PM on Saturday.

THE ASSOCIATION WILL EXPECT THAT SOMEONE IS AT YOUR BOOTH DURING THE LISTED EXHIBIT HOURS AND THAT THE EXHIBITS WILL REMAIN SET-UP AND INTACT FOR THE DURATION OF THE MEETING OTHERWISE, YOU WILL BE FINED.