

**EXHIBITOR INSTALLATION:**

Sunday, October 22 8:00am – 5:00pm  
Monday, October 23 8:00am – 12:00pm

**All exhibits must be fully operational by 12:00pm, Monday, October 23rd. After this hour no installation work will be permitted without special permission from Exhibit Management.**

**REGISTRATION HOURS:**

Monday, October 23 12:00pm – 6:00pm  
Tuesday, October 24 7:00am – 4:30pm  
Wednesday, October 25 7:00am – 4:30pm

**CONFERENCE SCHEDULE:**

Monday, October 23- Workshops 1:00pm – 4:00pm  
*and Welcome Session*  
*Exhibitors Welcome*  
Tuesday, October 24 8:00am – 11:00am & 2:00pm – 4:30pm  
Wednesday, October 25 8:30am – 11:00am & 2:00pm – 4:30 pm

**EXHIBIT HOURS:**

Monday, October 23 - *Networking Party* 4:00pm – 6:00pm  
Tuesday, October 24 11:00am – 2:00pm  
*Luncheon in exhibit Hall* 11:00am – 1:30pm  
Wednesday, October 25 11:00am – 2:00pm  
*Luncheon in exhibit hall* 11:00am – 1:30pm

**EXHIBITOR DISMANTLE:**

Wednesday, October 25 2:00pm – 8:00pm

**REMOVAL OF EXHIBITS:**

All freight not called for by 4:00pm, Wednesday, October 25<sup>th</sup> will be shipped by a carrier selected by the official drayage contractor at exhibitor's expense.

***THE EXHIBIT HALL MUST BE CLEARED BY 8:00PM Wednesday, October 25th!***

## **EXHIBIT SPACE RENTAL:**

### **Exhibit Space Rental Includes:**

- In-line space will have a standard 8' back-wall made of blue and white drapery panels and 3' blue side rails.
- 7" x 44" Company Identification Sign
- 3 - Exhibitor Badge Registrations (for personnel that will be working your exhibit space),
  - 1 – exhibitor conference pass
  - 2 customer conference passes
  - 2 – customer hotel room nights
- Complimentary Event Guide Listing (must be submitted by deadline)
- 24 Hour Exhibit Hall Perimeter Security
- Post-Event Registrant Mailing List

**Note:** Carpet and electrical services are not included in the space rental. You are required to cover the exhibit floor space with carpet or some other type of floor covering. You may provide your own or rent from the General Contractor. The aisle carpet will be tuxedo.

### **Check Your Exhibit Space Location:**

The exhibit floor plan is constantly changing based on sales activity, changes in exhibit space size, etc., so you are encouraged to occasionally review the plan. It is the Exhibitor's responsibility to monitor the online floor plan. If an exhibit space location opens that you would prefer, or if a competitor has chosen a location near you, please contact your Account Executive.

Link to the online floor plan:

<http://www.rocexhibitions.com/floorplans/17cfs/default.html>