



Booth Design/EAC/Contractors/Display Rules Breakdown/Move-Out

EVENT DATES:

April 9-11, 2019

EXHIBITION

April 9-11, 2019

CONFERENCE

April 9-11, 2019

REGISTRATION

April 9-11, 2019

EXHIBITOR MOVE-IN

April 6 (600 sqft and larger/
double decker booths only)
1:00 pm - 7:00 pm

April 7

8:00 am - 8:00 pm

April 8

8:00 am - 8:00 pm

LOCATION:

Georgia World Congress
Center
Atlanta, GA
Building B

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

At the close of the show, after the aisle carpet has been rolled and picked up, all empty containers will be returned to exhibitors. The time it takes to return all empty containers will vary, and may take several hours, depending on the size of the show. Please arrange your travel accordingly.

DISMANTLE AND MOVE-OUT INFORMATION

All exhibitor materials must be removed from the exhibit facility by Friday, April 12, 2019 at 1:00 PM. To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-Out deadline, please have all carriers check-in by Friday, April 12, 2019 at 9:00 AM.

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement 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 shipping your exhibit at the close of the show.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

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 exhibitor move-in. 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. Please call our Exhibitor Services Department at (404) 253-6494 for a quote.

Exhibitor Move-In

Saturday, April 6	1:00 PM - 7:00 PM	600 sqft and larger and double decker booths only
Sunday, April 7	8:00 AM - 8:00 PM	All Exhibitors
Monday, April 8	8:00 AM - 7:00 PM	All Exhibitors

Exhibitor Breakdown

Thursday, April 11	1:00 PM - 10:30 PM
Friday, April 12	7:00 AM - 1:00 PM