



**JANUARY 9-11, 2014**    **ORLANDO, FL**  
ORANGE COUNTY CONVENTION CENTER, WEST HALL

## Show Facts at a Glance

<b>Aisle Carpet</b>	Surf Expo uses 9' wide aisle carpet in each 10' wide aisle. Please plan accordingly when constructing your booth.
<b>Business Center</b>	A FedEx/Kinko's business center is located on level 2 of the West Hall building in the "West C Lobby", adjacent to the Food Court.
<b>Childcare</b>	Anyone under the age of sixteen (16) will not be admitted into Surf Expo. <b>Surf Expo does not provide onsite childcare.</b>
<b>Exhibit Booth</b>	8' high white pipe and drape and one (1) 7" x 44" sign that lists the exhibitor's company name and booth number.
<b>Exhibit Hall</b>	Orange County Convention Center West Hall ( <i>Halls A2-C</i> ) 9800 International Drive Orlando, Florida 32819
<b>Exhibitor Move- In</b>	<p>All exhibitors will move in from 8 am – 6 pm** on Tuesday, January 7 and from 8 am – 6 pm** on Wednesday, January 8, 2014.</p> <p>**All hall doors for exhibitor move-in will be closed at 6 pm. <b>Exhibitors already in the hall may continue to set-up until 8 pm.</b> All crates must be unpacked and labeled for removal no later than <b>3 pm on Wednesday, January 8.</b> This is to facilitate the installation and cleaning of aisle carpet. All exhibits must be fully assembled and operational by <b>8 am Thursday, January 9, 2014.</b> Exhibitors will be allowed in the hall at 7 am and the show opens to all buyers at 9 am.</p>
<b>Exhibitor Move-Out</b>	<b>Exhibits officially close at 4 pm Saturday, January 11.</b> We ask that no exhibits/displays be dismantled, packed or removed before the official close of the show. Buyers are on the floor until 4, don't lose the opportunity for a sale and please show respect for your neighbors by honoring the official show close. Empty crates/containers are delivered once the aisle carpet is removed; please assist in this effort by keeping the aisles around your booth clear. <b>All carriers must be checked in by 10 am Monday, January 13, no exceptions.</b>
<b>Exhibitor Service Center</b>	Global Experience Specialists (GES) as well as the other official show contractors (Electrical, Phone, Internet, Food & Beverage, Audio Visual, Lead Retrieval, etc.) will be located in the Service Center.
<b>Hotels</b>	Make your hotel arrangements immediately at the lowest rate available on <a href="http://www.surfexpo.com">www.surfexpo.com</a> or call Travel Planners at 1-800-221-3531 to book your room.
<b>Lost &amp; Found</b>	Lost and found is located in the Show Office, Room <b>W205A</b> . After the show, all unclaimed items will be sent to security lock up room <b>W206C</b> .
<b>Model Call</b>	Model Call will be held Wednesday, January 8 from 2 - 5 pm in room <b>W209C</b> . Cover-ups should be provided for models to wear over swimsuits when they are outside the booth.
<b>No Freight Aisles</b>	All items left in the <i>no freight aisles</i> will be moved into the booth by GES, the official Service Contractor.
<b>No Smoking</b>	Surf Expo prohibits smoking in all areas at all times (inclusive of move-in and move-out),

including concourses, restrooms, concession stands and restaurant areas, and requests the cooperation of all exhibitors and attendees. This “NO SMOKING” policy is in compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206.

**OCCC Parking Fees**

The Orange County Convention Center charges \$15 per day for passenger autos and \$25 for oversized vehicles. Re-entry to parking areas is available if a valid parking receipt for the day and your exhibitor badge are shown to the parking attendant.

**Show Office**

The show office is located in room **W205A**. During move-in and show hours, management can be reached at 407-685-5400.

## Show Timetable

**TUESDAY, JANUARY 7, 2014**

All Exhibitor Move-In ** Hall doors will close at 6 pm	8 am – 6 pm
All Exhibitor Set-up ** Exhibitors already in the hall may set-up until 8 pm	8 am – 8 pm
Registration	8 am – 6 pm

**WEDNESDAY, JANUARY 8, 2014**

All Exhibitor Move-In ** Hall doors will close at 6 pm	8 am – 6 pm
All Exhibitor Set-up ** Exhibitors already in the hall may set-up until 8 pm	8 am – 8 pm
Registration	8 am – 7 pm

**THURSDAY, JANUARY 9, 2014**

Registration	8 am – 6 pm
<b>Show Hours</b>	<b>9 am – 6 pm</b>

**FRIDAY, JANUARY 10, 2014**

Registration	8 am – 6 pm
<b>Show Hours</b>	<b>9 am – 6 pm</b>

**SATURDAY, JANUARY 11, 2014**

Registration	8 am – 3 pm
<b>Show Hours</b>	<b>9 am – 4 pm</b>
Exhibitor Move-out	4 pm – 10 pm

**SUNDAY, JANUARY 12, 2014**

Exhibitor Move-out	8 am – 6 pm
--------------------	-------------

**MONDAY, JANUARY 13, 2014**

Exhibitor Move-out	8 am – Noon
--------------------	-------------

***Special Notes***

*Any changes made after 7 pm Wednesday, January 8 will result in a \$50 change fee per badge.*

*All booths must be set up no later than 8 am on Thursday, January 9. Show management will utilize all unclaimed booths at our discretion.*

*Appointments may be scheduled as early as 8 am. The attendee **must** have a badge and be met at the entrance by the exhibitor with whom they have the appointment.*

***Exhibits must remain intact until 4 pm the last day of the show.***

*All carriers must be checked-in by 10 am on Monday, January 13.*