



## Show Schedule

### Move-In:

Date	Time	Exhibit Hall Access
Sunday, November 13 Monday, November 14	2:00 pm – 6:00 pm 8:00 am – 3:30 pm	All exhibit booths must be set by 3:30 pm on Monday, November 14 <sup>th</sup> for show preparations.

### Exhibit Hall Conference Hours:

Date	Time	Exhibit Hall Access
Monday, November 14 Tuesday, November 15	5:00 pm – 6:30 pm 10:00 am – 4:00 pm	Exhibitors may remain in the hall (1) hour after the hall closes & may access the hall Tuesday, November 15 <sup>th</sup> (2) hours prior to the show opening.

### Move-Out:

Date	Time	Exhibit Hall Access
Tuesday, November 15	4:00 pm – 9:00 pm	Exhibitors may not re-enter the hall after 9:00 pm.

Advance approval is required to gain access to the exhibit hall outside the hours set above. If your company requires an exception contact Nicole Davis, NAMA Exhibits Manager at 770-432-8410 x110 or [ndavis@namanow.org](mailto:ndavis@namanow.org). At the show, visit the CTW Show Office.

### Each Exhibit Space Includes:

- Company listing in the Official Program Guide, Online Floor Plan & Mobile App
- 8' high, back wall drape - Blue/Gold/Blue
- 3' high, side rail drape – Blue
- (1) 8' table, skirted white (8x10), (2) 8' tables, skirted white (8x20) & (3) 8' tables, skirted white (8x30)
- (1) Wastebasket
- (1) 11" x 17" Booth ID Sign
- (1) Exhibitor Badge Registration per 80 square feet

### Dismantling of Exhibits:

Exhibitors & **Imagination Way** will NOT be permitted to dismantle/package any part of their exhibit prior to the official closing of the show at 4:00 pm on November 15. Anyone who does not adhere to will forfeit all of their priority points earned for the show. For additional Show & Housing Information visit The Coffee Tea & Water 2022 website, <https://coffeeteaandwater.org/>.