



## Show Information

### General Information

Ballroom is carpeted: Gray Pattern

Booth Drape Colors: Gray

Booth Package Includes: 8' high gray back drape, 3' high gray side rail, (1) 17" x 11" standard ID sign, (1) wastebasket, (2) chairs, (1) 6' black skirted table

### Official Service Provider

Phone (in USA): 800.801.7648

International Calls: 702.515.5970

Contact us online: <https://ordering.ges.com/042601477/contactus>

### Important Dates

**Tuesday, March 26**

**Friday, March 29**

**Monday, April 8**

**Wednesday, April 24**

**Wednesday, April 24**

**Sunday, April 28**

**Monday, April 29**

**Tuesday, April 30**

Advance Shipments can begin arriving at the warehouse

Housing Deadline

GES Discount Deadline for Orders Received with Payment

Markey's AV/Electrical Form Deadline

Advance Freight to Warehouse Deadline

Last day for Advance Shipments to arrive at Warehouse without surcharges.

Exhibitor Move-in: 12:00 pm – 4:30pm

Exhibit Hall Welcome Reception: 5:45pm – 7:15pm

Exhibit Hall Open: 8:00am – 7:00pm

Exhibit Hall Open: 7:45am – 3:30pm

Exhibit Hall Tear Down: 3:30pm – 6:00pm

- All exhibits **MUST** be set by 4:30pm on Sunday, April 28.
- Exhibit Hall Tear Down **will not begin** until 3:30pm, Tuesday, April 30.
- If you need additional installation or dismantle time, please contact GES directly to coordinate.

### **Advance Shipments to Warehouse:**

GES

National Institute of Pension Administrators Annual Forum and Expo

Exhibiting Company Name

Booth #

GES c/o T-Force c/o AWD

9200 Waterford Center Blvd. Suite 300

Austin, TX 78758

**Freight can be received and stored at the warehouse from 3/26/2024 – 4/24/2024**