



Exhibitor Production Schedule

Set up

Wednesday, March 2, 2016	8:00 AM - 5:00 PM
Thursday, March 3, 2016	8:00 AM - 5:00 PM
Friday, March 4, 2016	8:00 AM - 5:00 PM
Saturday, March 5, 2016	8:00 AM - 5:00 PM
Sunday, March 6, 2016	8:00 AM - Completion

All crates must be unpacked or in your booth space by Noon Sunday, March 6, 2016 in order to clear the aisle for laying of aisle carpet.

All on-site labor requirements and furniture requests must be placed at the GES Servicenter® by 2:00 PM Sunday, March 6, 2016.

Booth set up may continue as late as necessary on Sunday, March 6, 2016, **however all floor covering must be installed by 5:00 PM on Sunday, March 6, 2016 or Show Management at its discretion will have the floor covered and the exhibitor will incur the expense.**

Individual booth security guards are not required for after hours booth work on Sunday, March 6, 2016.

There is NO re-admittance to the floor after midnight, Sunday, March 6, 2016.

Booth Carpet Vacuuming - Booth carpeting will not be cleaned or vacuumed Sunday night unless contracted to do so with GES. Full-time employees of exhibiting companies may vacuum the carpeting in their booths.

Final booth preparation: Monday, March 7, 2016 from 7:00 AM - 8:00 AM

All booths must be completely set no later than 8:00 AM Monday, March 7, 2016.

Dismantle

DISMANTLING IS NOT PERMITTED PRIOR TO 3:00 PM ON THURSDAY
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Thursday, March 10, 2016	3:01 PM - as late as needed
Friday, March 11, 2016	8:00 AM - 5:00 PM
Saturday, March 12, 2016	8:00 AM - 5:00 PM

All exhibits must be packed and ready for shipment, with Outbound Material Handling Form turned in at the GES Servicenter® Freight Desk by 10:00 AM Saturday, March 12, 2016.