

# GENERAL INFORMATION



## SHOW DATES AND HOURS

Monday, April 9, 2018	10:00 AM - 5:00 PM
Tuesday, April 10, 2018	10:00 AM - 5:00 PM
Wednesday, April 11, 2018	10:00 AM - 5:00 PM
Thursday, April 12, 2018	10:00 AM - 3:00 PM

## INSTALLATION DATE

Installation of displays begins at 8:00 AM Wednesday, April 4, 2018 and continues until 5:00 PM Sunday, April 8, 2018. All displays must be completely installed by 5:00 PM Sunday, April 8, 2018. Complete show inspection will be conducted at 5:00 PM Sunday, April 8, 2018. No labor will be available on Sunday, April 8, 2018 unless pre-scheduled by the exhibitor.

Please consult the Exhibitor Manual to determine your target move in date. Shipments arriving before or after this date will be assessed a surcharge of 25%. Please avoid this by making sure that your shipment arrives on the correct date. Advance shipments to the warehouse will automatically be delivered on the correct date. If you have a problem with your target move in date please contact Tom Carbott, Senior Vice President of Exhibitions at [tcarbott@MHI.org](mailto:tcarbott@MHI.org).

## DISMANTLING DATE

No exhibitor may begin to dismantle their display before 3:00 PM Thursday, April 12, 2018. All displays must be packed and ready for shipment by 2:00 PM Saturday, April 14, 2018.

## SERVICE CONTRACTOR DESKS

Contractors for furniture, labor, electrical service, etc., will maintain desks at the Georgia World Congress Center in the \*B/C connector on the 2nd level, during the installation, show, and dismantling periods for the convenience of the exhibitors.

The handling, placing or setting out of materials that is to be displayed does not require union labor and may be done by the exhibitor. Exhibitors using outside contractors (EAC - Exhibitor Appointed Contractor) must register such contractors with GES Global Experience Specialists and Show Management.

\*From the show entrance go straight to the back of the B hall and up the escalators.

## SHOW MANAGEMENT OFFICE

The office of MHI, which is the Show Management, will be located in Room B213 of the Georgia World Congress Center Hall B Level 2. It will open Wednesday, April 4, 2018. The MODEX 2018 Press Room will be located on Level 2 and will open on Sunday, April 8, 2018.

## RATE CHANGES

All rates shown on the service manual for various services, hotels, labor, etc., are the prevailing rates as of September 2017. They are subject to change without notice. Show Management will attempt to keep exhibitors advised of all changes.

## RULES & REGULATIONS

The Rules & Regulations for exhibition in MODEX 2018 are located in this manual, **read these carefully before planning your exhibit. If you have any questions regarding the rules, contact Tom Carbott ([tcarbott@mhi.org](mailto:tcarbott@mhi.org)) or Melissa Auer ([mauer@mhi.org](mailto:mauer@mhi.org)) at Show Management.**

## DEADLINE SCHEDULE

Please consult the deadline schedule to ensure that you meet all necessary deadlines. Consult the Table of Contents or online navigation for the location of specific forms and utilize the deadline worksheet to keep track of your progress.

## FIRST AID

A first aid station will be maintained in the building near the show entrance. It is well marked with signs.

## FOOD AND BEVERAGE SERVICE

There are restaurants and concession stands in the Exhibit Halls. There is no need to leave the building.

## SECURITY ROOM

A show security room for exhibitor use will be available. A Security Guard will be present at the opening and closing of each show day.

**CHILDREN UNDER 16 NOT ADMITTED.  
IDENTIFICATION REQUIRED.**