



## Show Information

### General Information

Ballroom is carpeted: Multi-Colored

Booth Drape Colors: Gray

Booth Package Includes: 8' high gray back drape, 3' high gray side rail, (1) 11"x17" standard ID sign, (1) wastebasket, (2) chairs, (1) 6' white skirted table

### Official Service Provider

Phone (in USA): 800.801.7648

International Calls: 702.515.5970

Contact us online: <https://ordering.ges.com/051600964/contactus>

### Important Dates

**Tuesday, March 21**

Advance Shipments can begin arriving at the warehouse

**Friday, March 24**

Housing Deadline

**Monday, April 3**

GES Discount Deadline for Orders Received with Payment

**Thursday, April 12**

Encore Electrical Form Deadline

**Wednesday, April 19**

Advance Freight to Warehouse Deadline

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

**Sunday, April 23**

Direct To Show Site Shipment Accepted 12:00 pm – 4:30pm

**Sunday, April 23**

Exhibitor Move-in: 12:00 pm – 4:30pm

Exhibit Hall Welcome Reception: 5:15pm – 6:45pm

**Monday, April 24**

Exhibit Hall Open: 8:00am – 6:30pm

**Tuesday, April 25**

Exhibit Hall Open: 7:45am – 2:50pm

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

- All exhibits **MUST** be set by 4:30pm on Sunday, April 23.
- Exhibit Hall Tear Down **will not begin** until 3:00pm, Tuesday, April 25.
- 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

[insert Exhibiting Company Name, Booth  
Number]

C/O TForce Freight

45 Teledyne Pl

La Vergne, TN 37086

United States of America

**Freight can be received and stored at the warehouse from 3/21/2023 – 4/19/2023**