



# Move-In/Move-Out

September 4-6, 2014 • Orange County Convention Center, Orlando, FL

## Exhibitor Move-In/ Move-Out Information

<b>Tuesday, Sept. 2</b>	7 am – 6 pm/10 pm...MOVE-IN/SET-UP <b>**Dock doors and POV door will be shut at 6 pm. The hall will remain open for set-up for exhibitors already in the hall until 10 pm.**</b>
<b>Wednesday, Sept. 3</b>	7 am – 6 pm/10 pm....MOVE-IN/SET-UP <b>** Dock doors and POV door will be shut at 6 pm. The hall will remain open for set-up for exhibitors already in the hall until 10 pm.**</b>  Exhibits shipped via crate must have all crate contents unpacked by 3 pm. Please label all empty crates. ALL crates will be removed from the exhibit hall starting at 6 pm. Any exhibits not fully complete by 8 pm must hire additional security. Security order forms may be found under additional services portion of this service kit.
<b>Thursday, Sept. 4</b>	9 am – 6 pm...Show is open <b>**exhibits must be fully assembled and operational by 8 am</b>
<b>Friday, Sept. 5</b>	9 am – 6 pm...Show is open
<b>Saturday, Sept. 6</b>	9 am – 4 pm...Show is open 4 pm.....Show closes <b>NO ROLLING RACKS OR EXHIBITS WILL BE ALLOWED OFF OF THE FLOOR UNTIL 4 PM. NO EXCEPTIONS.</b> 4 pm – 10 pm... Move-out
<b>Sunday, Sept. 7</b>	8 am – 6 pm ... Move-out
<b>Monday, Sept. 8</b>	8 am – 12 pm (noon)...Move-out <b>** All carriers must be checked-in by 10 am.</b>

### Advance Shipping Address

*Shipments will be accepted Wednesday, July 30, 2014 – Thursday, August 28, 2014. Advance Warehouse hours for receiving are: Monday – Friday 8 am – 4:30 pm.*

c/o GES  
Surf Expo  
Your Company Name / Booth Number  
7945 Mandarin Drive  
Orlando, FL 32819 USA

### Direct Shipping Address

*Shipments will be accepted on site 8 am – 6 pm; Tuesday, September 2, 2014 and Wednesday, September 3, 2014*

c/o GES  
Surf Expo  
Your Company Name / Booth Number  
Orange County Convention Center – South Halls  
9899 International Drive  
Orlando, FL 32819 USA

### Marshaling Yard Site Address

7945 Mandarin Drive  
Orlando, FL 32819 USA

### Hard Close

In an effort to reduce theft and a more secure environment there will be a hard close. The show closes at 6 pm Thursday, September 4 and Friday, September 5. At the close of the show, Surf Expo staff and security will begin clearing the hall. To assist in our efforts we ask you to schedule your last appointment by 5:30 pm. The show will close at 4 pm on Saturday, September 6.

### Crates

Exhibits shipped via crate **MUST** have all crate contents unpacked by 3 pm on Wednesday, September 3. **ALL** crates will be removed from the hall starting at 3 pm on Wednesday, September 3. Empty labels can be obtained at the Exhibitor Service Center. Empty crates will be stored and returned to the booth at the close of the show. Do not store merchandise in crates or containers marked for empty storage.

**No Freight Aisles**

All items left in the "NO FREIGHT" aisles during move-in and move-out will be placed in your booth(s) by the Official Service Contractor to avoid delays and ensure a timely move-in and move-out process. "NO FREIGHT" aisles are required by the Orange County Fire Rescue Division and will be strictly enforced.

**Official Service Contractor**

GES is the Official Service Contractor for Surf Expo. Any exhibitor employing the help of an outside contractor (other than GES) should refer to the GES information sheet "Official Contractors Information" for the requirements that the outside contractor must comply with in order to gain access to the show floor, specifically in regard to insurance documentation. The GES Notice of Intent to Use Exhibitor-Appointed Contractor and the Surf Expo Exhibitor-Appointed Contractor (EAC) form **must** be completed and returned no later than **Tuesday, August 12, 2014**.

**GES On-Site Exhibitor Service Center**

GES will maintain an Exhibitor Service Center during set up, show days, and dismantling. All other official show contractors (electrical, phone, internet, and catering) will also be available at this location.

All on-site inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and telecommunications. Exhibitors that have ordered labor are asked to check in at the service center when they are ready to install their exhibit.

The person in charge of your booth should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it **immediately**. Once the show has ended, it becomes very difficult to resolve issues.

## Exhibitors Utilizing Personally Owned Vehicles (POV)

Surf Expo Management, in conjunction with Global Experience Specialists (GES) Freight Personnel, will be monitoring the unloading/loading of exhibit materials from personally owned vehicles such as cars, pickup trucks and mini-vans. This will allow all exhibitors the opportunity to unload quickly and safely.

You **must** check in at the POV check-in located off of Tradeshaw Boulevard on James Boyd Lane (see map below) to gain access to the appropriate unloading area. Please do not go directly to the loading dock or side(s) of building. You will only be directed back to POV check-in.

The following steps will ensure a smooth self-unloading check-in:

1. Identify yourself as a Surf Expo exhibitor.
2. State whether you will be utilizing GES cartload services or if you will be self unloading your vehicle by (a) hand carrying materials or (b) waiting for dock space to hand cart your materials.
3. State what section you will be exhibiting in ( Boutique, LifeStyle, Wake, Wind, Footwear, Tech, Performance, Resort, SUP, Surf, or Swim)
4. Obtain Surf Expo exhibitor badge and/or wrist bands at self-unloading check-in location to gain access to halls.
5. You will be issued a pass and directed to the appropriate area closest to your booth once space becomes available.

**POV Check-In Open**

Tuesday, September 2	8 am – 5 pm
Wednesday, September 3	8 am – 5 pm

**Move-In Procedure (refer to map below)**

Check in at the self-unloading POV check-in located off of Tradeshaw Boulevard on James Boyd Lane and receive pass. Proceed to next area as designated by GES. **You will be allowed a 30-minute unloading time limit.**

**Important Reminders for Self-Unloading Exhibitors**

- **Exhibitor badges or wristbands will be required to gain access to the show floor for move-in.** Badges or wristbands will be available at the hall POV doors or the main Registration area in S220.
- Access to the exhibit halls for hand carried items is through designated areas of the South Hall shown on the map below. You must have the appropriate move-in pass (obtained from the self-unloading POV check-in) clearly placed in your vehicle. A 30-minute unloading limit will strictly be enforced. Violators will be towed at their own expense.

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- **Cartload Service:** GES will be offering cartload service to help alleviate the congestion of self-unloading move-in. For a per trip fee (from the dock to your booth or your booth to the dock) an exhibitor can hire one laborer with one pushcart. This service is for exhibitors who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only. Freight that is too large or heavy must be handled by GES at their freight handling rates. When you check in at the self-unloading area, be sure to inform the attendant that you ordered cartload service (have your paperwork just in case) so you can be directed to the appropriate line.

## Move-Out Begins 4 pm on Saturday, September 6, 2014

- Move out hours are Saturday, September 6, 4 pm – 10 pm, Sunday, September 7, 8 am – 6 pm, Monday, September 8, 8 am – Noon.
- **Do not breakdown before 4 pm on Saturday, September 6, 2014.** Be courteous to your buyers and fellow exhibitors – there has been an abundance of complaints from attendees in regards to exhibitors breaking down early and not being able to continue buying. Remember, that's why you're here! Don't lose a sale!
- POV exhibitor check-in at the Surf Expo tent located off of Tradeshow Boulevard (see map below) will begin at 4 pm on Saturday, September 6. Do not place your vehicle in line prior to that time.
- Identify yourself at check-in as a Surf Expo exhibitor and the area you exhibited in.
- You will receive a move-out pass (different from the move-in pass) and directed to the appropriate line.
- **You must remain with your vehicle while it is parked in the marshaling line.**
- No POV exhibitors will be permitted access to the loading dock during the period immediately following close of show.
- At approximately 4:30 pm, POV exhibitors will be guided to the most convenient loading area.

