



JANUARY 9-11, 2014 ORLANDO, FL
ORANGE COUNTY CONVENTION CENTER, WEST HALL

Exhibitor Move-In/ Move-Out General Information

Tuesday, Jan. 7	8 am – 6 pm/8 pm...MOVE-IN/SET-UP **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 8 pm.**
Wednesday, Jan. 8	8 am – 6 pm/8 pm...MOVE-IN/SET-UP ** 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 8 pm.** Exhibits shipped via crate must have all crate contents unpacked by 3 pm. Please label all empty crates. The pick up of crates will be continuous throughout the day. All crates must be off the floor by 6pm. 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.
Thursday, Jan. 9	9 am – 6 pm...Show is open **exhibits must be fully assembled and operational by 8 am
Friday, Jan. 10	9 am – 6 pm...Show is open
Saturday, Jan. 11	9 am – 4 pm...Show is open 4 pm.....Show closes NO ROLLING RACKS OR EXHIBITS WILL BE ALLOWED OFF OF THE FLOOR UNTIL 4 PM. NO EXCEPTIONS. 4 pm – 10 pm... Move-out
Sunday, Jan. 12	8 am – 6 pm ... Move-out
Monday, Jan. 13	8 am – 12 pm (noon)...Move-out ** All carriers must be checked-in by 10 am.

Advance Shipping Address

Shipments will be accepted December 4, 2013 – January 2, 2014. Advance Warehouse hours for receiving are: Monday – Friday 8 am – 4:30 pm.

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

Direct Shipping Address

Shipments will be accepted on site 8 am – 6 pm; Tuesday, January 7, 2014 and Wednesday, January 8, 2014.

To: Surf Expo
Your Company Name
Booth Number
Orange County Convention Center –
West Hall (A2-C)
9800 International Drive
Orlando, FL 32819 USA

Marshaling Yard Site Address

7945 Mandarin Drive
Orlando, FL 32819 USA

Security

Do not leave your booth unattended especially during move-in and move-out. Show management, the facility, the decorating company, nor the security contractor will accept any responsibility for lost or stolen merchandise. Each exhibitor must make provisions for the safe-guarding of his/her goods, materials, equipment, and display at all times. Surf Expo provides general show security service, but because various personnel require access to the hall, it is not possible to provide guaranteed security regardless of the number of security officers. It ultimately remains the responsibility of the exhibitor to protect his/her property at all times and to obtain the proper insurance coverage. Surf Expo recommends private booth security. The official show security is AS Events (321) 202-9882. Safety containers are also available through GES.

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, January 9 – Friday, January 10. 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, January 11.

Crates

Exhibits shipped via crate **MUST** have all crate contents unpacked by 3 pm on Wednesday, January 8. **ALL** crates will be removed from the hall starting at 3 pm on Wednesday, January 8. 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 **Friday, December 16, 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 (A/V, 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.

General Move-Out Information

- Exhibits officially close at 4 pm on Saturday, January 11, 2014.
- We ask that no exhibits/display be dismantled, packed or removed before the official close of the show which is 4 pm on Saturday, January 11, 2014.
- Empty crates/containers are delivered once the aisle carpet is removed; *assist in this effort by keeping the aisles around your booth clear.*
- If you have used GES services you will automatically receive outbound labels with the Bill of Lading (BOL), all other outbound shipping information and your final invoice; otherwise you must go to the service desk located in the Service Center.
- All move-out paperwork must be turned into the GES service desk even if you are not using them for transportation services.
- **All carriers must be checked in by 10:00 am Monday, January 13, 2014.**