



BCI 129th Convention + Power Mart Expo
Hyatt Regency Jacksonville, Jacksonville, FL
April 30 – May 2, 2017/Exhibit Dates: May 1, 2017

GENERAL SHOW INFORMATION & INSTRUCTIONS

A. IMPORTANT DATES AND TIMES

Exhibitor Move-In:

Sunday, April 30	11:00 am – 5:00 pm
Monday, May 1	7:00 am – 9:00 am

All exhibits must be set-up by 9:00 am

Show Hours:

Monday, May 1, 2017	10:15 am – 10:45 am, 11:30 am – 5:00 pm
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**Lunch served from 12:00 pm – 1:30pm*
**Power Hour from 4:00 pm – 5:00 pm*

Exhibitor Move-Out:

Monday, May 1, 2017	5:00 pm – 8:00 pm
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The exhibit hall will be open according to the schedule shown above. All advance warehouse shipments will be delivered to your booth.

All exhibits must be opened and staffed during the show hours. Exhibitors will be allowed into the exhibit hall at 7:00 am on Monday, May 1st prior to the exhibit hall opening.

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Monday, May 1st at 5:00 pm and must be completely out of the hall by 8:00 pm on Monday, May 1st. Any materials remaining in the facility will be re-routed via GES's choice or returned to the warehouse to await deposition at exhibitor's expense. All carriers must check-in by 5:00 pm on Monday, May 1.

B. EXHIBIT HALL ADMISSION HOURS

Exhibitors will be allowed on the exhibit floor at the following times:

Sunday, April 20	11:00 am to 5:00 pm
Monday, May 1	7:00 am to 8:00 pm

Exhibitors must have a name badge in order to gain access to the exhibit hall.



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C. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

GES is the Official General Service Contractor for the Power Mart Expo 2017. Other official show suppliers are listed in the Exhibitor Services Directory. GES will maintain an Exhibitor Service Desk located in the back of the Exhibit Hall during the event, move-in and move-out.

D. SHIPPING & INSURANCE

Shipping instructions and shipping labels are included in the GES materials. BCI encourages exhibitors to purchase insurance coverage for their booth in the event your display is damaged or lost in transit.

While making shipping arrangements, be sure to plan for a company representative to be on-site to oversee the outbound shipment of your display and products. It's also a good idea to place a rider on your insurance policy to cover your display and products from the time they leave your possession until their return. Remember that your company is responsible for your exhibit and product. It is expected that exhibitors have or purchase adequate insurance to protect against all perils. Your insurance agent should be consulted to be sure of adequate coverage.

E. TRUCK DELIVERIES

All truck drivers delivering freight to the show should check in with the shipping and receiving dock at the hotel. Freight will be unloaded on a first-come, first-served basis in accordance with GES's move-in schedule, the availability of appropriate manpower and equipment for the job and access to the exhibitor's booth location.

F. EMPTY CRATES

It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely and "empty" stickers should be attached as soon as they are emptied. Stickers can be picked up at the GES Exhibitor Service Desk located in the back of the hall. Open crates will not be accepted for storage.

A clearly marked "empty" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.



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G. SECURITY

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any particular exhibit. BCI, SmithBucklin, GES, Hyatt Regency Jacksonville and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. BCI strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this conference, as well as during installation, exhibit days, and dismantling. BCI insurance policies do not extend to cover liabilities of exhibitors. Exhibitors may arrange for additional security by completing the Booth Security Order Form found in the service kit.

H. HOUSING INFORMATION

Make your reservations by **Monday, April 7, 2017** for discounted rates. BCI has set aside rooms at the Hyatt Regency Jacksonville at a discounted rate of **\$209 (plus tax) single/double** per night. To take advantage of this rate, please contact the **Hyatt Regency Jacksonville** directly at 1-888-421-1442 and request the BCI rate. You may also book rooms [online](#).

I. RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event. Exhibitors must comply with BCI's Contract Conditions / Rules & Regulations as printed and included in this kit.

J. BCI EXHIBIT BOOTH PACKAGE

Each exhibitor will be provided with the following benefits with their booth package:

- (1) Back wall graphic
- (1) Monitor Mount – *monitor is not included, must be ordered additionally*
- Double sided street header with company logo
- (1) 1M Counter
- (1) 5 amp/500 Watts included
- Listing in the BCI 2017 Mobile App

K. AMERICANS WITH DISABILITIES ACT CONFORMANCE

All Exhibitors shall be responsible for compliance with the Americans with Disabilities Act (ADA). The Exhibitor shall hold BCI and its directors, officers, employees, agents or



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subcontractors harmless from any consequences of exhibiting company's failure in this regard. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact:

ADA
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Civil Rights Division
Disability Rights Section - NYAV
Washington, D.C. 20530
Phone: 800.514.0301
Website: www.ada.gov