

GENERAL INFORMATION & INSTRUCTIONS

A. TIMETABLE OF IMPORTANT DATES AND TIMES

MOVE-IN: Palm Beach County Convention Center (Exhibit Hall A)

Wednesday September 21, 2022 8:00am – 2:00pm

All exhibits MUST be complete by **Wednesday, September 21st at 2:00pm.**

***SHOW HOURS:**

<i>Wednesday</i>	<i>September 21, 2022</i>	<i>4:00pm – 6:30pm</i>
<i>Thursday</i>	<i>September 22, 2022</i>	<i>9:15am – 10:30am and 11:45am – 1:30pm</i>
<i>Friday</i>	<i>September 23, 2022</i>	<i>9:00am – 10:30am (Passport to Prizes)</i>

**Subject to change*

All exhibits must be opened and staffed during the show hours

MOVE-OUT:

Friday September 23, 2022 10:30am – 4:00pm

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Friday, September 23rd at 10:30am and must be completely out of the hall by 4:00pm. More details regarding move-out will be announced during the show.

Flooring

The exhibit hall is **not** carpeted. Exhibitors are required to rent flooring through GES or bring their own. If your booth does not have flooring by Noon on Wednesday, September 21, it will be forced at the exhibitor's expense. Please visit the Exhibitor Services Manual to order online now for the best rate.

B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

GES is the Official Service Contractor of AACVPR. GES will maintain an Exhibitor Service Center located in the exhibit hall.

C. SHIPPING

Refer to the section marked "Material Handling" for shipping instructions. We also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the instructions for shipping in advance differ from those for shipping to show site.

D. 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. 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. Empty crates will be returned to your booth after 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 Marshall Regulations.

E. SECURITY



American Association of Cardiovascular
and Pulmonary Rehabilitation

Promoting Health & Preventing Disease

Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall from the beginning of move-in to the end of move-out. It

should be made clear, however, that although AACVPR Show Management is providing this service, we are not responsible for any loss or damage of material.

F. 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 all of the policies, rules, terms and regulations contained in the Prospectus. A copy of these rules and regulations is included in this Exhibitor Services Manual.

G. AMERICANS WITH DISABILITIES ACT CONFORMANCE

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. 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, Department of Justice, P.O. Box 66738, Washington, DC, 20035, Ph: 800-514-0301, www.usdoj.gov/crt/ada/adahom1.htm.