



GENERAL INFORMATION & INSTRUCTIONS

A. TIMETABLE OF IMPORTANT DATES AND TIMES

MOVE-IN: Palm Beach Convention Center

Wednesday September 17, 2025 8:00am – 3:00pm

All exhibits **MUST** be complete by **Wednesday, September 17th at 3:00pm.**

***SHOW HOURS:**

<i>Wednesday</i>	<i>September 17, 2025</i>	<i>4:00pm – 6:30pm</i>
<i>Thursday</i>	<i>September 18, 2025</i>	<i>9:15am – 10:30am and 11:45am – 1:30pm</i>
<i>Friday</i>	<i>September 19, 2025</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 19, 2025 10:30am – 3:00pm

Exhibitors may begin to pack equipment, supplies, and literature when the show closes on Friday, September 19th at 10:30am and must be completely out of the hall by 3:00pm. 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 12:00 p.m. on Wednesday, September 17, it will be forced at the exhibitor's expense..** Booth carpet order forms are included in the Exhibitor Services Manual: <https://ordering.ges.com/052602468/flooringplus>

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

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.