



**To:** Participating Suppliers – Exhibitor Service Manual Primary Contacts  
**From:** Travel Quest Network  
**Re:** 2023 Travel Quest World  
Waldorf Astoria Orlando – Orlando, Florida

We are pleased you are joining us at the Waldorf Astoria Orlando, Saturday, September 9, 2023, for the 2023 Travel Quest World. The show floor will be located in the Waldorf Astoria Orlando, Central Park Ballroom. Please note the following show / meeting hours:

<b>Exhibitor Move-In</b>		<b>Show Hours</b>	
Saturday, September 9, 2023:	10:00 a.m. – 1:00 p.m.	Saturday, September 9, 2023:	2:30 p.m. – 4:30 p.m.
<b>Exhibitor Move-Out</b>			
Saturday, September 9, 2023:	4:30 p.m. – 6:00 p.m.		

As part of your sponsor fee, your 8' x 8' Exhibitor Booth(s) will be furnished as follows:

- |   |                                |
|---|--------------------------------|
| ✓ <b>8' high back wall drape</b><br>(Black) | ✓ <b>2 contour chairs</b>      |
| ✓ <b>3' high side rails</b><br>(Black)      | ✓ <b>1 wastebasket</b>         |
|   | ✓ <b>1 identification sign</b> |

Any additional requirements you may have outside of this booth package (electrical, shipping fees, additional furniture, etc.) are at your own expense.

**The following exhibit information and shipping instructions are very important in preparation for this conference:**

- ◆ Please refer to the exhibitor listing and floor plan for the location of your booth.
- ◆ **Shipping:** The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons, and reloading your shipment at the close of the show (also called Drayage) are not included in the cost of your booth space. To avoid unexpected costs at the show site, we recommend you pre-order this service. Shipping/Logistics costs are separate and are not included in Material Handling rates. Material Handling surcharges may apply. All exhibit materials must be sent in advance to the GES warehouse. Direct to exhibit site shipments will not be accepted at the Waldorf Astoria Orlando. The Waldorf Astoria Orlando does not have the capabilities to receive nor does it have adequate storage space for Exhibitor materials. Any materials shipped to the Waldorf Astoria Orlando will be consigned to GES and the exhibiting company will be billed the appropriate material handling charges by GES. Information on shipping samples, electrical, furnishings, etc. are available in this Exhibitor Service Manual. Please pay close attention to the deadline dates included on the forms, as many dates vary. To view the forms and order online, please go to: [GES Website](#) and click the Exhibitors link to retrieve your login information.
- ◆ **Advance Warehouse Shipping Address:**

GES  
Travel Quest World  
(Exhibiting Company Name)  
Booth #  
7945 Mandarin Drive  
Orlando, FL 32819

- ♦ **Wireless Internet:** Wi-Fi will be provided throughout the conference. The information for logging in is below:

Network: **Bonnet Creek\_Meeting**

Password: **TravelQuest23**

- ♦ The exhibit hall of the Waldorf Astoria Orlando is carpeted.
- ♦ Your company representative attending this Travel Quest World should bring the following pertinent shipping information with them:
  - ✓ Method of shipment (UPS, FedEx, etc.)
  - ✓ Shipped Date
  - ✓ Expected Arrival Date
  - ✓ Quantity of Boxes Shipped
  - ✓ Tracking Number(s) & Copy of Shipping Document(s)
  - ✓ “Addressee” Information
  - ✓ Pre – addressed FedEx or UPS labels for Return Shipments
- ♦ As exhibitors, you are required to keep all materials within the confines of your booth. Materials should not obstruct the view or interfere with exhibits of others. No booth materials (including chairs) are allowed in the aisles.
- ♦ Should you have any direct questions of GES, please contact GES at 1-800-801-7648 or visit [www.ges.com/chat](http://www.ges.com/chat).

If you have any questions regarding the logistics of the 2023 Travel Quest World, please contact any member of Travel Quest.

We look forward to seeing you in Orlando for another great show!

**Travel Quest**