

2014 ENA ANNUAL CONFERENCE

OCTOBER 9-11, 2014

Indiana Convention Center – Halls A-D

ENA EXHIBIT HALL MOVE-OUT

The 2014 ENA Annual Conference closes on Saturday, October 11, 2014, at 12:30 p.m. The dismantling of booths must not begin until after 12:45 p.m. to allow a safe exit of the exhibit hall for our attendees. Violation of this policy may result in the loss of your company's 2014 priority points. Booths departing early have been noted by our attendees as poor customer service, so please make sure to plan your return trip travel schedule accordingly for no early dismantling of booths will be approved by ENA.

Move-out hours are as follows:

Saturday, October 11	12:45 p.m. – 6:00 p.m.
Sunday, October 12	8:00 a.m. – 12:00 p.m. (Only Island Booths*)

If dismantling has not begun by 8:00 a.m. on Sunday, October 12, ENA will order dismantling labor through GES/Global Experience Specialists, ENA's Service Contractor, at the exhibitor's expense.

In the interest of your safety, only those individuals directly responsible for dismantling booths are allowed in the exhibit hall during the move-out times. Under no circumstances are children and guests allowed in the exhibit hall during these times.

To ensure that the move-out runs smoothly with as little confusion as possible, we ask that the following procedures be followed:

DISMANTLING OF EXHIBITS

EMPTY CONTAINERS:

The return of your empty containers (or any stored boxes of material) will take approximately three hours. All items are randomly loaded out and there is no set pattern as to how crates, boxes, etc., will be returned to the floor.

GES ServicenterSM:

GES Servicenter is located in the front of aisle 800, near Registration Hall A at the Indiana Convention Center. The GES Servicenter will be staffed throughout the move-out to answer all your shipping inquiries. At this time you should be in receipt of your invoice from GES. All balances remaining on the invoice must be paid in full before receiving outbound Bills of Lading.

HAND CARRIED FREIGHT:

You may only hand carry items in and out of the exhibit hall if it can be hand-carried in one trip (without the use of dollies or any wheeled device (other than a small luggage cart). If you need additional information about hand-carried freight, please contact GES/Global Experience Specialists.

Access is available through the front entrance of Exhibit Hall A of the Indiana Convention Center. You may not cross the back dock unless GES/Global Experience Specialists is handling the freight. Also, you may not park at the dock or in front of the Phoenix Convention Center to unload freight.

MATERIAL HANDLING/SHIPPING:

Due to limited access and to liability, regulations require that GES Global Experience Specialists load all equipment and display material onto common carrier, van lines, UPS or air freight across the back dock. Only GES/Global Experience Specialists personnel are permitted the use of forklifts and pallet jacks.

It is the responsibility of the exhibitor to instruct their drivers or carriers as to the proper procedures for freight pick-up directly from the Indiana Convention Center beginning at 1:15 p.m. on Saturday, October 11.

All outside carriers must be checked in by 3:30 p.m. on Saturday, October 11, for load out by 6:00 p.m. on Saturday. All outside carriers must be checked in by 8:00 a.m. on Sunday, October 12, for load out by 10:00 a.m. on Sunday.

GES/Global Experience Specialists will not be responsible for any damage to uncrated or improperly packed materials, concealed damage, loss or theft of exhibitors' materials before they have picked up materials before loading. Please refer to the "Rules and Regulations" section of your Exhibitor Services Manual.

Please take the time to complete the 2014 ENA Annual Conference Exhibitor Survey and give it to one of the ENA Exhibitor Advisory Council Members or you can drop it off in the Survey Box located in the Exhibitor Lounge and at the entrance/exit door of the ENA Exhibit Hall.

Remember that your opinion is very important to ENA and we will strive to implement as many of your ideas as possible.

FUTURE ENA EXHIBITING OPPORTUNITIES

ENA Emergency Nursing 2015
September 28 – October 3, 2015
Orange County Convention Center
Orlando, Florida

ENA Emergency Nursing 2016
September 2016
Los Angeles, CA