



Exhibit Dates: March 30 – March 31, 2017
The Baltimore Convention Center
Baltimore, Maryland

GENERAL INFORMATION & INSTRUCTIONS

A. IMPORTANT DATES AND TIMES

MOVE-IN: The Baltimore Convention Center – Swing Hall, Hall EFG

<i>Tuesday</i>	<i>March 28, 2017</i>	<i>8:00 am – 5:00 pm</i>
<i>Wednesday</i>	<i>March 29, 2017</i>	<i>8:00 am – 5:00 pm</i>

ALL EXHIBITS MUST BE COMPLETE BY *Wednesday March 29, 2017 at 5:00 pm*

SHOW HOURS:

<i>Thursday</i>	<i>March 30, 2017</i>	<i>10:00 am – 3:15 pm</i>
<i>Friday</i>	<i>March 31, 2017</i>	<i>9:00 am – 1:00 pm</i>

All exhibits must be opened and staffed during the show hours. Exhibitors will be required to exit the exhibit hall as soon as the show closes each day.

MOVE-OUT:

<i>Friday</i>	<i>March 31, 2017</i>	<i>2:00 pm – 10:00 pm</i>
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Exhibitors may begin to pack equipment, supplies and literature when the show closes on Friday March 31, 2017 and must be completely out of the halls by 10:00 pm Friday, March 31st. More details regarding move-out will be announced during the show.

B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

GES is the Official Service Contractor of AONE 2017. Other official show suppliers are listed on the “Exhibitor Services Directory” page of the Manual. GES will maintain an Exhibitor Service Center located in the exhibit hall.

C. SHIPPING

Refer to the section marked “GES” 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. TRUCK DELIVERIES

All truck drivers delivering freight to the show should check in with the material handling office in the marshaling yard.

E. 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 Marshal regulations.

F. 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 Show Management is providing this service, we are not responsible for any loss or damage of material.

G. 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 Exhibitor Prospectus. A copy of these rules and regulations is included in this Exhibitor Services Manual.

H. PARKING

There are a number of affordable garages located all throughout downtown Baltimore. [Download a printable map of area garages here.](#)

For additional parking information, please visit the [Parking Authority of Baltimore City's website.](#)

I. 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.