



Exhibitor Production Schedule

Set up

Thursday, March 14, 2019 (HALLS B – E ONLY)	8:00 AM - 5:00 PM
Friday, March 15, 2019 (HALL A can begin Set Up)	8:00 AM - 5:00 PM
Saturday, March 16, 2019	8:00 AM - 5:00 PM
Sunday, March 17, 2019	8:00 AM - 5:00 PM
Monday, March 18, 2019	8:00 AM - 5:00 PM

All crates must be unpacked or in your booth space by Noon Monday, March 18, 2019 in order to clear the aisle for laying of aisle carpet.

All on-site labor requirements and furniture requests must be placed at the GES Servicenter® by 2:00 PM Monday, March 18, 2019.

Booth set up may continue as late as necessary on Monday, March 18, 2019, **however all floor covering must be installed by 5:00 PM on Monday, March 18, 2019 or Show Management at its discretion will have the floor covered and the exhibitor will incur the expense.**

Individual booth security guards are not required for after hours booth work on Monday, March 18, 2019.

There is NO re-admittance to the floor after midnight, Monday, March 18, 2019.

Booth Carpet Vacuuming - Booth carpeting will not be cleaned or vacuumed Monday night unless contracted to do so with GES. Full-time employees of exhibiting companies may vacuum the carpeting in their booths.

Final booth preparation: Tuesday, March 19, 2019 from 7:00 AM - 8:00 AM

All booths must be completely set no later than 8:00 AM Tuesday, March 19, 2019.

Dismantle

DISMANTLING IS NOT PERMITTED PRIOR TO 5:00 PM ON THURSDAY, MARCH 21, 2019

Thursday, March 21, 2019	5:00 PM - 10:00 PM
Friday, March 22, 2019	8:00 AM - 5:00 PM
Saturday, March 23, 2019	8:00 AM – 12:00 PM

All exhibits must be packed and ready for shipment, with Outbound Material Handling Form turned in at the GES Servicenter® Freight Desk by 10:00 AM Saturday, March 23, 2019.