



Exhibitor Production Schedule

Set up

Thursday, February 27, 2020	8:00 AM - 5:00 PM
Friday, February 28, 2020	8:00 AM - 5:00 PM
Saturday, February 29, 2020.....	8:00 AM - 5:00 PM
Sunday, March 1, 2020	8:00 AM - 5:00 PM
Monday, March 2, 2020	8:00 AM - 5:00 PM

All crates must be unpacked or in your booth space by Noon Monday, March 2, 2020 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 2, 2020.

Booth set up may continue as late as necessary on Monday, March 2, 2020, **however all floor covering must be installed by 5:00 PM on Monday, March 2, 2020 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 2, 2020.

There is NO re-admittance to the floor after midnight, Monday, March 2, 2020.

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 3, 2020 from 7:00 AM - 8:00 AM

All booths must be completely set no later than 8:00 AM Tuesday, March 3, 2020.

Dismantle

DISMANTLING IS NOT PERMITTED PRIOR TO 5:00 PM ON THURSDAY, MARCH 5, 2020

Thursday, March 5, 2020	5:00 PM - 8:00 PM
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Your outbound material handling forms must be turned in and your outside carrier checked into the Marshalling Yard before 8:00 PM.

Friday, March 6, 2020	8:00 AM – 2:00 PM
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All exhibits must be packed and ready for shipment, with Outbound Material Handling Form turned in at the GES Servicenter® Freight Desk by 12:00 PM. Carriers MUST be checked in by 12:00 PM. All exhibitor materials must be removed by 2:00 PM