



## SCHEDULE

Date	Time	Event
Thursday, Nov. 9	8:00 a.m. – 5:00 p.m.	<a href="#">Targeted Exhibitor Move-in</a> Direct to Show Site Shipments Accepted
Friday, Nov. 10	8:00 a.m. – 5:00 p.m.	<a href="#">Targeted Exhibitor Move-in</a> Direct to Show Site Shipments Accepted
Saturday, Nov. 11	<b>8:00 a.m. – 7:00 p.m.</b> 8:00 a.m. – 5:00 p.m.	<b>Exhibitor Move-in</b> Direct to Show Site Shipments Accepted
Sunday, Nov. 12	<b>8:00 a.m. – 7:00 p.m.</b> 8:00 a.m. – 5:00 p.m. <i>Various Times</i>	<b>Exhibitor Move-in</b> Direct to Show Site Shipments Accepted <a href="#">Institute Programs &amp; Tours</a>
Monday, Nov. 13	<b>8:00 a.m. – 8:00 p.m.</b> 8:00 a.m. – 5:00 p.m. <b>5:00 p.m.</b> <i>Various Times</i>	<b>Exhibitor Move-in</b> Direct to Show Site Shipments Accepted <b>All exhibits must be set and ready for inspection.</b> <a href="#">Institute Programs, Educations Sessions, Lunches</a>
Tuesday, Nov. 14	<b>7:30 a.m. – 7:00 p.m.</b> 8:15 a.m. – 10:00 a.m. <b>10:00 a.m. – 6:00 p.m.</b> 6:00 p.m. – 7:30 p.m. <i>Various Times</i>	<b>Exhibitor Access to Trade Show Floor</b> <a href="#">Kick-Off Event</a> <b>Trade Show Floor Open</b> <a href="#">Opening Reception</a> (ticketed) <a href="#">Education Seminars, Lunches</a>
Wednesday, Nov. 15	<b>7:30 a.m. – 7:00 p.m.</b> 8:15 a.m. – 9:45 a.m. <b>10:00 a.m. – 6:00 p.m.</b> 4:30 p.m. – 6:00 p.m. <i>Various Times</i>	<b>Exhibitor Access to Trade Show Floor</b> <a href="#">GM &amp; Owners Breakfast</a> (ticketed) <b>Trade Show Floor Open</b> <a href="#">Brass Ring Awards</a> <a href="#">Education Seminars, Lunches, Tours, Receptions</a>
Thursday, Nov. 16	<b>8:00 a.m. – 7:00 p.m.</b> <b>10:00 a.m. – 6:00 p.m.</b> 7:30 p.m. – 10:30 p.m. <i>Various Times</i>	<b>Exhibitor Access to Trade Show Floor</b> <b>Trade Show Floor Open</b> <a href="#">IAAPA Celebrates</a> (ticketed) <a href="#">Education Seminars, Breakfasts, Lunches, Tours</a>
Friday, Nov. 17	<b>8:00 a.m. – 11:00 p.m.</b> <b>10:00 a.m. – 4:00 p.m.</b> <b>4:01 p.m. – 11:00 p.m.</b> <i>Various Times</i>	<b>Exhibitor Access to Trade Show Floor</b> <b>Trade Show Floor Open</b> <b>Exhibitor Move-out</b> <a href="#">Education Seminars</a>
Saturday, Nov. 18	<b>8:00 a.m. – 5:00 p.m.</b>	<b>Exhibitor Move-out</b>
Sunday, Nov. 19	<b>8:00 a.m. – 12:00 p.m.</b>	<b>Exhibitor Move-out</b>

## MOVE-IN DEADLINE

Any exhibit booth not occupied by 5:00 p.m. on Monday, Nov. 13 will be reassigned at IAAPA's discretion, with no refund to the exhibitor. All exhibits must be COMPLETELY set up for show management inspection by 5:00 p.m., Monday, Nov. 13 or they could incur [fines and penalties](#). Any inside exhibit without a floor covering will have carpet "forced" by Freeman and the expense will be billed to the exhibitor.

## TARGETED MOVE-IN

Freeman and IAAPA have implemented a [Targeted Move-in Schedule](#) for this show. Please view the current Targeted Move-in Schedule for your move-in date and time. Please complete the [Targeted Move-in form](#) to request early move-in than this schedule. Only those exhibitors who have been contacted by Freeman will be allowed on the show floor Thursday, Nov. 9 and/or Friday, Nov. 10.

## CHILDREN

No one under the age of 18 is permitted on the show floor during move-in or move-out.

## SPECIAL TIME WORK PERMIT

If you will need to work before or after the move-in hours on any day of move-in (including targeted move-in dates) to meet the set-up deadline, please complete the Special Time Work Permit on the following page and deliver to IAAPA Security Office (S221) or the Floor Manager's office on the show floor (south side of center pod) on-site. *Forms are not accepted in advance.*

## EDUCATION PROGRAM, SPECIAL EVENTS, TOURS

All registered exhibitors who are IAAPA members are welcome to attend the general Education program sessions for free. Institute programs, lunches, breakfasts, receptions, tours, and other events are ticketed and require a registration fee (non-member fees are higher). Tickets can be purchased during through the [Exhibitor Registration](#) site. A full list of events can be found on the [Education](#) and [Special Events](#) webpages.

## MOVE-OUT NOTES

Move-out will begin immediately after the close of the trade show at 4:01 p.m., Friday, November 17. **Dismantling of any part of your exhibit prior to the 4:00 p.m. show closing on Friday, November 17, will result in a [monetary penalty](#), the forfeiture of accumulated priority points, and potential suspension of future exhibiting privileges.** This policy is strictly enforced!

Aisle carpet will be removed promptly at show closing, at 4:01 p.m. This process takes approximately one hour, please keep the aisles clear. As soon as the aisle carpet is up, the return of all shipping containers will begin. All empty boxes, containers and crates will be returned to the booths on Friday evening. **This process will be completed within 6 hours.** (Example: you may receive your crates as soon as 6:00 p.m. or as late as 10:00 p.m.). Because of the time that return of empty crates or containers may take, **please plan your outbound flights accordingly.**

**Non-official contractors (EAC's) will have access to the show floor beginning at 5:00 p.m.**

All outbound shipments require a Freeman material handling agreement which can be picked up at the Exhibitor Service Desk on-site (located on the south side of the center pod). Once all your materials have been packed, labeled and ready to be shipped, return the agreement to the Freeman desk. It can also be submitted with your mobile phone by going to [www.freemanco.com](http://www.freemanco.com) and clicking Concierge Elite Mobile.

All carriers must be checked in at the [Marshaling Area](#) by 8:00 a.m., Sunday, November 19. All exhibit material must be removed from the Orange County Convention Center by 12:00 p.m., Sunday, November 19. If your designated carrier fails to pick-up by 12:00 p.m. or refuses to accept your shipment, Freeman will re-route such shipment at the exhibitor's expense.

Please review the [Freight Procedures](#) for both inbound and outbound shipping information.



**SPECIAL TIME WORK PERMIT**

If you plan to work before or after the published move-in hours during any move-in day (target dates inclusive), please complete the information below. Completed forms should be returned to the IAAPA Security Office (S221) or the Floor Managers Office (south side of the center pod) at the Orange County Convention Center by 4:00 p.m. on the day that late work is scheduled.

Please note the Exhibitor Service Center will only be open 8:00 a.m. – 5:00 p.m. during move-in.

All exhibitor personnel must remain in the booth specified below during extended hours noted. Personnel are not permitted to leave and re-enter the hall after 5:00 p.m.

***This form will only be accepted on show site.***

TO THE SECURITY OFFICER ON DUTY:

The below listed personnel of the designated company has Show Management's approval to be in the exhibit hall, exclusive to their work area on dates and times shown. Any flexibility of this permit in the absence of Show Management may be made only by the supervisor on duty.

Approved by:

\_\_\_\_\_  
IAAPA SHOW MANAGEMENT

(Please Print)

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

# Staff Working in Booth: \_\_\_\_\_

Date: \_\_\_\_\_ End Time: \_\_\_\_\_ PM