



# Important Exhibitor Times & Dates

- Please be advised that ALL booth space must be paid in FULL before booth set-up can begin.
- Apparatus in Lucas Oil Stadium, and inside Halls MUST have carpet laid as outlined below, or carpet will be forced and exhibitor will be responsible for charges.
- Freight will be delivered starting at 8am on Tuesday. Only carpeting will be delivered in the main halls on Monday.

## IMPORTANT EXHIBITOR DATES AND TIMES

### EXHIBITOR SET-UP TIMES:

LOS carpet/electrical to be laid (call Brede for appt regarding carpet if Brede is not installing)	Saturday, April 14, 2012	9:00am – 4:00pm
LOS Apparatus Carpet*	Saturday, April 14, 2012	9:00am – 4:00pm (Carpet must be completely installed by 4:00 pm)
ICC Apparatus Carpet – All Halls (A – K)	Saturday, April 14, 2012	9:00am – 4:00pm (Carpet must be completely installed by 4:00 pm)
LOS Apparatus Move-in	Sunday, April 15, 2012	9:00am – 12:00pm (LOS apparatus in staging lot by 8:00am)
ICC Apparatus Move-in – All Halls (A – K)	Sunday, April 15, 2012	9:00am – 4:00pm (LOS apparatus in staging lot 1 hour prior to move-in time)
ICC Exhibit All Halls (A – K) Targeted Move-in (by Brede appointment only)	Monday, April 16, 2012	8:00am
Other LOS Exhibitors	Monday, April 16, 2012	8:00am – 5:00pm
ICC Exhibit Halls A - K Move-in (freight will be delivered starting at 8am)	Tuesday, April 17, 2012	8:00am – 5:00pm
ICC & LOS POV's with trailers	Tuesday, April 17, 2012	1:00pm -6:00pm (must check-in at staging lot)
ICC & LOS General move-in continued	Wednesday, April 18, 2012	8:00am – 8:00pm
ICC & LOS POV'S without trailers	Wednesday, April 18, 2012	9:00am – 5:00pm (must check-in at staging lot by 8:00am)
Parking Lot 3 move-in	Wednesday, April 18, 2012	11:00am – 5:00pm
All Lobby Booths	Wednesday, April 18, 2012	11:00am – 5:00pm
Floor cleaned & Inspection – Brede ONLY	Wednesday, April 18, 2012	8:00pm – 10:30pm
South Street Exhibits area setup	Thursday, April 19, 2012	9:00am – 12:00pm
ICC Exhibitors allowed back on floor	Thursday, April 19, 2012	10:30am
LOS Exhibitors allowed back on floor	Thursday, April 19, 2012	9:30am

If you are a ICC/LOS Apparatus Exhibitor and cannot move in on Sunday, April 15<sup>th</sup>, please contact Anthony Thomas with Brede/Allied Convention Services at 407/851-0261 or by email at [athomas@bredeallied.com](mailto:athomas@bredeallied.com) to reschedule your move-in time.

**LOS APPARATUS STAGING LOT WILL BE AVAILABLE SATURDAY, APRIL 14<sup>TH</sup> FROM 9:00AM - 4:00PM**

**EXHIBIT HOURS - SUBJECT TO CHANGE**

LOS & South Street Exhibits	Thursday, April 19, 2012	12:00pm – 6:00 pm
ICC Exhibits	Thursday, April 19, 2012	1:00pm – 6:00 pm
ICC Exhibits	Friday, April 20, 2012	10:00am – 5:00 pm
LOS & South Street Exhibits	Friday, April 20, 2012	9:00 am – 5:00 pm
ICC exhibits	Saturday, April 21, 2012	9:00am – 3:00 pm
LOS & South Street Exhibits	Saturday, April 21, 2012	9:00 am – 2:00 pm
<b>Move-Out Schedule</b>	Saturday, April 21, 2012	3:00pm – 10:00 pm
	Sunday, April 22, 2012	8:00am – 2:00 pm

- Apparatus in ICC/LOS MUST have carpet laid on Saturday, April 14<sup>th</sup> by 4:00pm for Sunday, April 15<sup>th</sup> apparatus move-in or carpet will be forced and exhibitor will be responsible for charges.
- Direct Freight will be delivered starting at 8am on Tuesday, April 17<sup>th</sup>.
- On Thursday, April 19<sup>th</sup>, LOS Exhibitors will be allowed in the exhibit area at 9:30am, 3½ hours before exhibits open.
- On Thursday, April 19<sup>th</sup>, ICC Exhibitors will be allowed in the exhibit area at 10:30am, 3½ hours before exhibits open.
- On Friday, April 20<sup>th</sup> & Saturday, April 21<sup>st</sup>, Exhibitors will be able to enter exhibit areas 1½ hours before exhibits open.
- No exhibitor can open or close his/her booth before posted times! No exceptions. Hallway booths will be draped off prior to exhibit hours to eliminate early openings.
- Brede will begin to remove all empty crates on Wednesday, April 18<sup>th</sup> at 1pm. Please ensure your empty crates are clearly labeled to expedite this process. All empties must be off the floor by Wednesday night at 5pm.