

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 17, 2010	9:00am – 4:00pm
LOS Apparatus Carpet*	Saturday, April 17, 2010	9:00am – 4:00pm (Carpet must be completely installed by 4:00 pm)
LOS Apparatus Move-in*	Sunday, April 18, 2010	9:00am – 12:00pm (LOS apparatus in staging lot by 8:00am)
ICC Apparatus Carpet	Monday, April 19, 2010	8:00am – 12:00pm (Carpet must be completely installed by 12:00 pm)
Other LOS Exhibitors	Monday, April 19, 2010	8:00am – 5:00pm
ICC Apparatus Move-in	Monday, April 19, 2010	1:00pm – 5:00pm (ICC apparatus staging lot available 8:00 am)
ICC Exhibit Halls A – G Targeted Move-in (by Brede appointment only)	Monday, April 19, 2010	2:00pm – 5:00pm
ICC Exhibit Halls A -G Move-in (freight will be delivered starting at 8am)	Tuesday, April 20, 2010	8:00am – 5:00pm
ICC Lobby/Hallway Move-in	Tuesday, April 20, 2010	1:00pm – 6:00pm
ICC Upstairs exhibitors Move-in	Tuesday, April 20, 2010	1:00pm – 6:00pm
ICC 500 Ballroom Move-in	Tuesday, April 20, 2010	4:00pm – 8:00pm
ICC & LOS POV's with trailers	Tuesday, April 20, 2010	1:00pm -6:00pm (must check-in at staging lot)
ICC & LOS General move-in continued	Wednesday, April 21, 2010	7:00am – 8:00pm
ICC & LOS POV'S without trailers	Wednesday, April 21, 2010	9:00am – 5:00pm (must check-in at staging lot by 8:00am)
ICC Booth #'s 86, 90, 93, 94, 96, and all booth #'s in the 100's &200's	Wednesday, April 21, 2010	6:00pm – 8:00pm
Floor cleaned & Inspection – Brede ONLY	Wednesday, April 21, 2010	8:00pm – 10:30pm
ICC Outside Demo area setup	Thursday, April 22, 2010	9:00am – 12:00pm
ICC Exhibitors allowed back on floor	Thursday, April 22, 2010	10:30am
LOS Exhibitors allowed back on floor	Thursday, April 22, 2010	9:30am
Floor Cleaned and Inspection – BREDE Only	Wednesday, April 22, 2010	8:00 pm – 10:30 pm

*** Sunday, April 18th, is available for LOS Apparatus Move-in Only. If you are a LOS Apparatus Exhibitor and can not move in on Sunday, April 18th, please contact Anthony Thomas with Brede/Allied Convention Services at 407/851-0261 or by email at athomas@bredeallied.com to reschedule your move-in time.**

LOS APPARATUS STAGING LOT WILL BE AVAILABLE SATURDAY, APRIL 17TH FROM 9:00AM - 4:00PM

ALLIED Convention Services Division 2502 Lake Orange Drive, Orlando, FL 32837 * 407/851-0261 * FAX 407/859-3904

EXHIBIT HOURS - SUBJECT TO CHANGE

Upstairs Exhibits Only	Wednesday, April 21, 2010	8:00am – 5:00pm
LOS Booths	Thursday, April 22, 2010	12:30pm – 6:30 pm
All Booths	Thursday, April 22, 2010	2:00pm – 6:30 pm
	Friday, April 23, 2010	9:30am – 5:30 pm
LOS exhibits only	Friday, April 23, 2010	8:30 am – 5:30 pm
	Saturday, April 24, 2010	9:00am – 3:00 pm
LOS exhibits only	Saturday, April 24, 2010	8:00 am – 2:00 pm
Upstairs Exhibits & Outside Demo Only	Saturday, April 24, 2010	9:00am – 12:00 pm
Move-Out Schedule	Saturday, April 24, 2010	3:00pm – 10:00 pm
	Sunday, April 25, 2010	8:00am – 2:00 pm

- Apparatus in LOS MUST have carpet laid on Saturday, April 17th by 4:00pm for Sunday, April 18th apparatus move-in or carpet will be forced and exhibitor will be responsible for charges.
- Apparatus in ICC MUST have carpet laid on Monday, April 19th by 12:00pm or carpet will be forced and exhibitor will be responsible for charges.
- Freight will be delivered starting at 8am on Tuesday, April 20th.
- On Thursday, April 22nd, LOS Exhibitors will be allowed in the exhibit area at 9:30am, 3½ hours before exhibits open.
- On Thursday, April 22nd, ICC Exhibitors will be allowed in the exhibit area at 10:30am, 3½ hours before exhibits open.
- On Friday, April 23rd & Saturday, April 24th, 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 21st 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.

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FDIC QUICK FACTS INFORMATION

BOOTH EQUIPMENT

Each 10'x10' booth will be set with 8' high black & red background drape, 3' high black side divider drape and a 7"x44" booth identification sign (if ordered on the Booth Identification Order Form in this kit). Booths are required to be finished on the backside. If your booth is exposed from the side or from behind, you are required by show management to order masking drape. If you are sited by show management, drape will be ordered and billed to you.

BOOTH CARPET

All booths are not carpeted except for the following areas: Meeting Rooms, Ballrooms, Hallways and Lobby area. However, you may order solid carpeting. **Carpet is required in the ICC main hall and Lucas Oil Stadium per show management.** If your booth is in an area with concrete flooring, carpeting or flooring is mandatory to cover all exhibit area and meet up to the aisle carpet, where possible. Note: exhibitors using an outside vendor are subject to Bulk Carpet drayage rates and additional labor charges for sorting bulk shipments if required. Carpet left in your booth at move out is subject to labor and disposal fee.

AISLE CARPET

All aisle carpet will be black.

HANGING SIGNS

Signs may not be hung from the ceiling of the Lucas Oil Stadium floor, the Ballrooms or Lobbies. Exhibitors in ICC Exhibit Halls A-G and in Lucas Oil Stadium Exhibit Halls 1 and 2 who wish to have hanging signs above their booth area should use the enclosed "**Suspended Sign Hanging Form**".

DOUBLE-DECKER EXHIBIT DISPLAYS

By order of the Fire Marshal with regard to the Indiana Convention Center & Lucas Oil Stadium, FDIC and Brede/Allied must be notified, in advance, of any exhibitor who is planning on a double-decker booth. If you are planning on a double-decker booth, please complete the "**Double Decker Exhibit Booth Notification Form**" by March 17, 2010.

SHIPPING INFORMATION

Advance Warehouse Shipping Address:

Name of Exhibiting Company/Booth Number

FDIC

C/O Brede/Allied Convention Services

C/O YRC

2530 South Tibbs Avenue

Indianapolis, IN 46241

Freight will be accepted thru April 16, 2010 at 3:00pm however; freight must be received by April 1, 2010 in order to avoid late fees.

Direct to Showsite Address:

Name of Exhibiting Company/Booth Number
FDIC
C/O Brede/Allied Convention Services
C/O Indiana Convention Center
100 South Capitol Ave
Indianapolis, IN 46225

OR

FDIC
C/O Brede/Allied Convention Services
C/O Lucas Oil Stadium
500 South Capitol Ave
Indianapolis, IN 46225

Must not arrive prior to Monday, April 19, 2010, shipments prior to this date will be refused.
Shipments not consigned to Brede/Allied Convention Services will not be accepted! **SHIPMENTS SENT TO THE WRONG FACILITY WILL BE TRANSPORTED AND CHARGED FOR THIS SERVICE.**

EMPTY STORAGE

Brede/Allied Convention Services will provide empty labels (color coded depending on area). These can be picked up at the Brede/Allied service desk. When the freight is labeled we will then remove the empties and return them after the show. Brede/Allied will begin removal of empty crates & boxes at 1:00pm on Wednesday, April 21, 2010. All empties will be removed from the floor by 5:00pm in order to install aisle carpet.

OUTBOUND SHIPPING

You must use a Brede/Allied bill of lading. These are available at our service desk located in the Exhibitor Lounge. You may use your own labels or labels will be available at the service desk, (see form in service kit for pre-printed labels).

Exhibitors are responsible for packing, labeling and returning the completed bills of lading to the service desk. Exhibitors are also responsible for contacting their own carrier.

Brede/Allied will not be responsible for shipments etc. left in the exhibit booth after the close of show.

RE-ROUTE TIME

Freight will be re-routed Sunday, April 25, 2010 at 2:00pm. Any freight not picked up will be forced out using the house carrier YRC, (at the sole expense of the exhibitor).

Brede/Allied reserves the right to bill exhibitors for labor, materials, etc. needed to crate or palletize materials left on the exhibit floor for shipments.

ASSISTANCE

Should you have any questions or need further assistance, please call Brede/Allied's Customer Service Department at 407/851-0261.

APPARATUS CARPETING

If Apparatus carpeting is not ordered prior to the Apparatus move-in, carpet will be forced at the exhibitor's expense. If you are using an outside source, drayage and EAC fee applies.