

Your Booth Comes With:

- 8' High red back drape
- 3' High red side drape
- (1) 6' x 2' x 30" red draped table
- (2) Slimline Chairs
- (1) Wastebasket
- Identification signs measuring 7" x 44" will be provided for booths that are 300 sq. ft. or smaller. For larger booths, identification signs will be available upon request.

The exhibit area is not carpeted. Booth flooring is optional.

Show Schedule

Exhibitor Move-In

Thursday	January 30, 2025	9:00 am - 6:00 pm
Friday	January 31, 2025	8:00 am - 9:30 am <i>Touch Up Only</i>

Exhibit Hall Hours

Friday	January 31, 2025	10:00 am - 5:00 pm
Saturday	February 1, 2025	10:00 am - 4:00 pm

Exhibitor Move-Out

Saturday	February 1, 2025	4:00 pm - 8:00 pm
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- All exhibitor materials must be removed from the exhibit facility by February 1, 2025 at 8:00 pm.
- To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by February 1, 2025 at 6:00 pm.
- Order outbound Material Handling Agreement(s) (MHAs) and Outbound Shipping Labels at cyberservices.theexpogroup.com

Marshalling Yard

The show will not be using a Marshalling Yard.

IMPORTANT DATES

Discount Deadline Date

December 30, 2024

Exhibitor Appointed Contractor Notification Deadline

December 30, 2024

Advance Warehouse Receiving Begins

January 8, 2025

Advance Warehouse Deadline

**late fee applies after*

January 24, 2025

Direct to Show Site Receiving Begins

January 30, 2025

Outbound Carrier Check-in Deadline

February 1, 2025 at 6:00 pm

Shipping Addresses

Advanced Warehouse:

Exhibiting Company Name / Booth # _____
Mobile Tech Expo 2025
c/o The Expo Group
2502 Lake Orange Drive
Orlando FL 32837

Warehouse Hours:

Monday-Friday 9:00 am-3:30 pm

- The Expo Group Advance Warehouse will be closed for receiving on Monday, January 20, 2025 in observance of the Martin Luther King Holiday.

Direct to Show Site:

Exhibiting Company Name / Booth # _____
Mobile Tech Expo 2025
c/o The Expo Group
Gaylord Palms Resort and Convention Center - Halls E & F
3208 Gaylord Way
Kissimmee, FL 34746

Additional Services

- [Electrical](#) - Gaylord Palms
- [Internet](#) - Gaylord Palms
- [Audio Visual](#) - Encore

Customer Service Hours

- Our Customer Service Management Team will be available from 8am - 5pm from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Advance Warehouse Information

- Certified weight tickets must accompany all shipments.
- Please note that The Expo Group Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or un-skidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 9:00am - 3:30pm. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs.

Direct Freight Receiving

- All materials received by The Expo Group are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for rates and details. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact The Expo Group for your personalized quotes and detailed rules for disposal of your exhibit properties.

What About Prepaid or Collect Shipping Charges?

- Collect shipments will be refused.
- Please mark all shipments PREPAID on your bill of lading.
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Account Review and Confirmation

- All accounts must be reviewed prior to show close to ensure accuracy of all charges. No credits will be issued after the show closes. Account summaries will be sent electronically from show-site for your review. Please send contact information including name and email for the person that would be responsible to review and approve all charges.

Outbound Shipping

- Order outbound Material Handling Agreement(s) (MHAs) and Outbound Shipping Labels at cyberservices.theexpogroup.com
- Be sure your carrier knows the company name and booth number when making arrangements for picking up your exhibit at the close of the show.
- The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- In the event that your selected carrier fails to show on final move-out day, The Expo Group reserves the right to re-route your freight onto another carrier.

Excessive Trash Left in Booth

- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both - a handling fee and disposal fee during move-out.
- Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee.