

SHOW SCHEDULE

EXHIBITOR SERVICE CENTER

FREEMAN is the Official General Contractor of the 2019 Racquet & Paddle Sports Conference, and will maintain an Exhibitor Service Center during set-up, show days and dismantling. All other official show contractors will also be set up in this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services. Exhibitors who have ordered labor are asked to check-in at this desk when they are ready to install their exhibits. The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

EXHIBITOR SERVICE CENTER HOURS – staff will be available at the **FREEMAN** Services Center as follows...

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>
Friday	January 18, 2019	8:00 AM – 5:00 PM
Saturday	January 19, 2019	8:00 AM – 5:00 PM
Sunday	January 20, 2019	8:00 AM – 5:00 PM
Monday	January 21, 2019	8:00 AM – 5:00 PM
Tuesday	January 22, 2019	8:00 AM – 5:00 PM
Wednesday	January 23, 2019	8:00 AM – 6:00 PM
Thursday	January 24, 2019	8:00 AM – 6:00 PM
Friday	January 25, 2019	8:00 AM – 10:00 PM
Saturday	January 26, 2019	8:00 AM – 5:00 PM
Sunday	January 27, 2019	8:00 AM – 5:00 PM
Monday	January 28, 2019	8:00 AM – 12:00 PM

MOVE-IN & SET-UP HOURS:

Racquet & Paddle Sports Conference is a **TARGETED SHOW**. Please go to <http://www.freemanco.com/preshowFAQ> to download the **COLOR-CODED TARGET FLOORPLAN** which will give you your specific targeted date & time for move-in or click [here](#). Targeted move-in is for delivery of freight; you do not have to begin construction of your booth on your target date/time, but your freight shipment(s) should be at the convention center on that date and time. Obviously, your installation cannot begin until your freight is delivered and any utilities you need have been installed, so be certain to order these in advance of move-in. Keep in mind, your target date & time applies to when your shipment(s) must be received by - it does not mean you must begin to set-up your booth at that time.

If you have questions regarding your move-in, please contact **FREEMAN** for more information regarding move-in times and dates at (407) 816-7900.

Friday, January 18, 2019	8:00 AM – 5:00 PM *Targeted Exhibitors Only
Saturday, January 19, 2019	8:00 AM – 5:00 PM
Sunday, January 20, 2019	8:00 AM – 5:00 PM
Monday, January 21, 2019	8:00 AM – 5:00 PM**

Tuesday, January 22, 2019

8:00 AM – 8:00 PM

OVERTIME CHARGES APPLY to any work performed before 8:00 AM and after 4:30 PM on weekdays and anytime on Saturday, Sunday and Holidays.

NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or advertng/sponsorship fees.

It is highly recommended that you ship your freight in advance to the warehouse, as warehouse freight is delivered to the show floor first, and is automatically “on target”. Show-site shipments are unloaded on a first-come-first-serve-basis. Please do not schedule any labor until the end of your target window. For example, if your target window is 10:00 AM - 1:00 PM, it is best to request your labor to report to your booth no earlier than 1:00 PM.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials/products will be allowed to enter the **Orange County Convention Center** via loading docks and designated entrances ONLY.

Any booth not occupied by **3:00 PM, Tuesday, January 22, 2019**, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be arriving late, the General Contractor will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs. **ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, Tuesday, January 22, 2019.** Absolutely no shipment, equipment or material may be brought onto the show floor during show hours.

Removal of excess trash/debris in the aisles **AFTER 5:00 PM, Tuesday, January 22, 2019** will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshall will not permit the show to open if there are any boxes, cartons, visqueen, packing material, etc. in the aisles.

SHOW DATES & HOURS:

Badged exhibitors will have access to the Exhibit Hall at 7:00 AM each morning.

Wednesday, January 23, 2019 8:30 AM – 6:00 PM

Thursday, January 24, 2019 8:30 AM – 6:00 PM

Friday, January 25, 2019 8:30 AM – 3:00 PM

All exhibits must remain fully intact until the official close of the Show

DISMANTLING & MOVE-OUT HOURS:

Friday, January 25, 2019 3:01 PM – 10:00 PM

Saturday, January 26, 2019 8:00 AM – 5:00 PM

Sunday, January 27, 2019 8:00 AM – 5:00 PM

Monday, January 28, 2019 8:00 AM – 12:00 PM (noon)

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 8 hours.
- All exhibitor materials must be removed from the exhibit facility by **Monday, January 28th at 12:00 p.m.** Any materials remaining in the facility will be re-routed via Freeman’s choice or returned to warehouse to await disposition at exhibitor’s expense.
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor move-out deadline, please have all carriers check-in by **Monday, January 28th, 2019 10:00 AM**

DO NOT leave material in your booth unlabeled at any time - it may be presumed to be abandoned and mistaken for trash.

REGISTRATION: Exhibitor

DAY	DATE	TIME
Sunday	January 20, 2019	9:00 AM – 5:00 PM
Monday	January 21, 2019	8:00 AM – 5:00 PM
Tuesday	January 22, 2019	8:00 AM – 5:30 PM
Wednesday	January 23, 2019	7:00 AM – 6:00 PM
Thursday	January 24, 2019	7:00 AM – 6:00 PM
Friday	January 25, 2019	8:00 AM – 3:00 PM

REGISTRATION: Attendee

Tuesday	January 22, 2019	8:00 AM – 5:30 PM
Wednesday	January 23, 2019	7:00 AM – 6:00 PM
Thursday	January 24, 2019	7:30 AM – 6:00 PM
Friday	January 25, 2019	8:00 AM – 3:00 PM