

## EVENT & VENUE

### Florida Association of Counties Annual Conference & Education Exposition

June 28 - July 1, 2022  
 Hyatt Regency Orlando  
 Plaza Ballroom D-K  
 Orlando, FL

## IMPORTANT DATES

Friday, May 27, 2022	<b>ADVANCE SHIPMENT RECEIVING</b> First day warehouse will begin receiving advance shipments without surcharges.
Tuesday, May 31, 2022	<b>ADVANCE ORDER DISCOUNT DEADLINE</b> All orders must be received with payment in full by this date to receive discounted pricing.
Tuesday, June 7, 2022	<b>ADVANCE ORDER DEADLINE - RENTAL EXHIBITS &amp; CUSTOM TABLE THROWS</b> All orders must be received with payment in full by this date to guarantee production of the order for the show. These items will not be available to order after the deadline date.
Wednesday, June 22, 2022	<b>ADVANCE SHIPMENT DEADLINE</b> Last day for advance shipments to arrive at warehouse without surcharges.

## SCHEDULE

Tuesday, June 28, 2022	2:00pm - 6:00pm	EXHIBITOR MOVE-IN
Tuesday, June 28, 2022	7:00pm - 10:00pm	SHOW HOURS
Wednesday, June 29, 2022	8:00am - 7:00pm	
Wednesday, June 29, 2022	7:00pm - 9:00pm	EXHIBITOR MOVE-OUT
Thursday, June 30, 2022	8:00am - 10:00am	
Thursday, June 30, 2022	10:00am	<b>OUTBOUND SHIPPING AGREEMENT DEADLINE</b> All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.
Thursday, June 30, 2022	9:00am	<b>CARRIER CHECK-IN DEADLINE</b>
Thursday, June 30, 2022	10:00am	<b>RE-ROUTE DEADLINE</b> Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.



## BOOTH EQUIPMENT

EACH 8'X10' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

8'H Blue Backwall Drape  
3'H Blue Siderail Drape  
1 - 6' Blue Skirted Table  
2 - Side Chairs  
1 - Wastebasket  
Standard Booth Identification Sign

EACH TABLETOP PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

1 - 6' Blue Skirted Table  
2 - Side Chairs  
1 - Wastebasket  
Standard Booth Identification Sign

## CARPET

The Exhibit Hall is carpeted.



## MATERIAL HANDLING

It is recommended to ship all exhibit materials to the advanced warehouse. Shipping to the warehouse will ensure that materials are in the booth space for exhibitor set up. The warehouse deadline date has been extended for receiving to **Wednesday, June 22, 2022**. The standard warehouse material handling charge will be honored for all shipments received by this date. Any shipments sent directly to the facility will be required to be handled by Alliance Nationwide Exposition Company. The prevailing warehouse material handling rate plus a 20% minimum surcharge will be added to all direct shipments.

## ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #  
Florida Association of Counties Annual Conference & Education Exposition  
c/o Alliance Exposition / ABF / ArcBest Freight  
3732 Bryn Mawr  
Orlando, FL 32808

## OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #  
Florida Association of Counties Annual Conference & Education Exposition  
c/o Alliance Exposition  
Hyatt Regency Orlando  
Plaza Ballroom D-K  
9801 International Dr  
Orlando, FL 32819

Outbound shipments not consigned to ABF / ArcBest Freight, the Official Show Carrier, require a pick-up to be scheduled in advance by the exhibiting company with its designated carrier of choice.

For outbound carrier pick up, please schedule your carrier to pick up from the above Outbound Pick Up address between the hours of **7:00pm and 9:00pm on Wednesday, June 29, 2022** and between the hours of **8:00am and 10:00am on Thursday, June 30, 2022** only. Carrier check-in deadline is **9:00am on Thursday, June 30, 2022**.

All exhibit materials must be removed from the exhibit hall by **10:00am on Thursday, June 30, 2022**.

For assistance, please contact Exhibitor Services at **888.528.2011** or **ExhibitorAssistance@alliance-exposition.com**.