

ALLIANCE

nationwide exposition

QUICK FACTS



EVENT & VENUE

ABHE 73rd Annual Meeting

February 12 - 14, 2020

Rosen Plaza Hotel

Ballroom B

Orlando FL



IMPORTANT DATES

Monday, January 13, 2020

ADVANCE SHIPMENT RECEIVING

First day warehouse will begin receiving advance shipments without surcharges.

Wednesday, January 15, 2020

ADVANCE ORDER DISCOUNT DEADLINE

All orders must be received with payment in full by this date to receive discounted pricing.

Wednesday, January 22, 2020

ADVANCE ORDER DEADLINE - RENTAL EXHIBITS & CUSTOM TABLE THROWS

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.

Thursday, February 6, 2020

ADVANCE SHIPMENT DEADLINE

Last day for advance shipments to arrive at warehouse without surcharges.



SCHEDULE

Wednesday, February 12, 2020	1:00pm - 9:00pm	EXHIBITOR MOVE-IN
Thursday, February 13, 2020	9:00am - 5:00pm	SHOW HOURS
Friday, February 14, 2020	9:00am - 5:00pm	
Friday, February 14, 2020	5:00pm - 9:00pm	EXHIBITOR MOVE-OUT
Friday, February 14, 2020	9:00pm	OUTBOUND SHIPPING AGREEMENT DEADLINE All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.
Friday, February 14, 2020	8:00pm	CARRIER CHECK-IN DEADLINE
Friday, February 14, 2020	9:00pm	RE-ROUTE DEADLINE 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 10'X10' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

8'H Black Backwall Drape
3'H Black Siderail Drape
1 - 6' Black 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 **Thursday, February 6, 2020**. 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 #
ABHE 73rd Annual Meeting
c/o Alliance Exposition / Old Dominion Freight
1001 Jetstream Dr
Orlando, FL 32824

OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #
ABHE 73rd Annual Meeting
c/o Alliance Exposition
Rosen Plaza Hotel
9700 International Dr
Orlando, FL 32819

Outbound shipments not consigned to Old Dominion 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 **5:00pm and 9:00pm** on **Friday, February 14, 2020** only. Carrier check-in deadline is **8:00pm** on **Friday, February 14, 2020**.

All exhibit materials must be removed from the exhibit hall by **9:00pm** on **Friday, February 14, 2020**.

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