

## General Information

### LOCATION & DATES

Duke Energy Convention Center  
A & B  
525 Elm St.  
Cincinnati, OH 45202

Wednesday, April 17 to Thursday, April 18

### EXHIBITOR MOVE-IN

Wednesday, April 17                      8:00 AM to 3:00 PM

### SHOW HOURS

Wednesday, April 17	4:00 PM to 6:30 PM	Welcome Reception in Exhibit Hall
Thursday, April 18	11:45 AM to 1:45 PM	Lunch in Exhibit Hall
	4:30 PM to 6:30 PM	Networking Reception in Exhibit Hall

### EXHIBITOR MOVE-OUT

Thursday, April 18                      6:30 PM to 10:30 PM

**Overtime** rates will apply from 6:30 PM to 8:30 PM. **Double time** rate will apply from 8:30 PM to 10:30 PM.

Outside carriers must be checked in by **Thursday, April 18 at 9:30 PM** for all outbound shipments. Please see the Move-Out Information sheet in this Manual for more details.

### STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth includes the following standard equipment:

8' High Draped <b>Backwall</b> – Color(s):	<b>Blue &amp; White</b>
3' High Draped <b>Siderails</b> – Color:	<b>Blue</b>
1 – 6' Draped Table – Color:	<b>Blue</b>
2 – Side Chairs	
1 – Wastebasket	
1 – 7" x 44" <b>Identification Sign</b> with Company Name & Booth Number	

The aisles are carpeted. Aisle Carpet Color: **Blue**

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be [ordered](#) from Hargrove. If you are providing your own floor covering, please submit the [Exhibitor Provided Flooring Affidavit](#). Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have flooring covering by **Wednesday, April 17 at 12:30 PM** will have carpet installed by Hargrove at the exhibitor's expense.

## General Information (cont.)

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

#### **Thursday, March 21, 2024 RENTAL BOOTH & ADVANCE ORDER DEADLINE**

Hargrove's advance prices apply to orders received with payment by the deadline date.

#### **Thursday, March 28, 2024 RENTAL BOOTH ART SUBMISSION DEADLINE**

#### **Thursday, April 4, 2024 CARPET & ONLINE ORDERING DEADLINE**

Orders after this date must be placed via phone or email and are subject to availability.

### NEED HELP? WE'RE HERE FOR YOU!



**HARGROVE EXHIBITOR SERVICES** // 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



**HARGROVE SHIPPING** // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

### ADVANCE SHIPPING

Advance shipping begins **Friday, March 15** at **8:00 AM** and ends **Friday, April 12** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

2024 Design-Build for Transportation/Aviation Conference

c/o Hargrove

TForce Freight

3250 E Kemper Rd

Sharonville, OH 45241

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **4:00 PM**

**NOTE: Advance Shipments will be moved to show site on Overtime. A 50% surcharge will apply.**

### DIRECT SHIPPING

Direct shipping will begin on **Wednesday, April 17** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)

2024 Design-Build for Transportation/Aviation Conference

c/o Hargrove

Duke Energy Convention Center

A & B

525 Elm St.

Cincinnati, OH 45202

**NOTE: Direct shipments received before 8:00 AM or after 4:30 PM weekdays will be assessed a 50% overtime surcharge.**