

Your Booth

All in-line booth spaces will be automatically set with 8' high back drape 3' high side dividers and a 7" x 44" identification sign. Booths larger than 300 square feet may request an identification sign at no charge. Please use the Furniture order form to place additional drape orders.

Drape Color: Black

Aisle Carpet: Pepper

- See Rules and Regulations for booth setup guidelines.
- Carpeting/Flooring is required for all Upper Level Exhibits. Lower Level Exhibits are in a carpeted ballroom

Important Dates

Discount Deadline Date	Monday, April 10, 2023	
Advance Freight Receiving Begins	Monday, April 10, 2023	
Late to Warehouse Surcharge begins	Saturday, April 29, 2023	
Last Day for Advance Warehouse Receiving	Wednesday, May 3, 2023	
Direct Receiving Begins (Upper Level)	Saturday, May 6, 2023	8:00 am
Direct Receiving Begins (Lower Level)	Saturday, May 6, 2023	12:00 pm
Targeted Exhibitor Move-In (Freight Only)	Friday, May 5, 2023	TARGETED FREIGHT UNLOAD ONLY.
Targeted Exhibitor Move-In (Upper Level)	Saturday, May 6, 2023	8:00 am - 12:00 pm
Targeted Exhibitor Move-In (Upper Level)	Saturday, May 6, 2023	1:00 pm - 5:00 pm
Exhibitor Move-In (Lower Level)	Saturday, May 6, 2023	12:00 pm - 5:00 pm
Exhibitor Move-In (Upper and Lower Levels)	Sunday, May 7, 2023	8:00 am - 5:00 pm
Exhibitor Move-In (Upper and Lower Levels)	Monday, May 8, 2023	8:00 am - 5:00 pm
Outdoor Exhibitor Move-In	Monday, May 8, 2023	8:00 am - 5:00 pm
Booth Installation Complete	Monday, May 8, 2023	5:00 pm
Show Hours	Tuesday, May 9, 2023	9:00 am - 6:30 pm
	Wednesday, May 10, 2023	9:00 am - 4:30 pm
	Thursday, May 11, 2023	9:00 am - 2:00 pm
Exhibitor Move-Out	Thursday, May 11, 2023	2:00 pm - 10:00 pm
	Friday, May 12, 2023	8:00 am - 4:00 pm
Outbound Carrier Check-In Deadline	Friday, May 12, 2023	10:00 am
Dismantle Complete	Friday, May 12, 2023	2:00 pm
Show Floor to be Cleared by	Friday, May 12, 2023	4:00 pm

Dismantle

The Expo Group will begin returning empty containers **once aisle carpet has been removed from the floor.**

All carriers other than the official show carriers must check in by the deadline above, otherwise shipments will be subject to rerouting at the exhibitor's expense.

Additional Services

If you need assistance with the following services, please click on link for additional information:

- RIGGING: [Encore](#)
- ELECTRICAL: [Edlen](#)
- INTERNET: [Smart City](#)

Shipping Information
(See labels included in manual.)

ADVANCE WAREHOUSE

<EXHIBITOR COMPANY NAME & BOOTH NUMBER>
SOF Week 2023
The Expo Group
c/o ABF Freight
3725 East Martin Luther King Jr Blvd
Tampa, FL 33610

DIRECT SHIPMENTS

<EXHIBITOR COMPANY NAME & BOOTH NUMBER>
SOF Week 2023
The Expo Group
c/o Tampa Convention Center
333 S Franklin St
Tampa, FL 33602

- Advance Shipments will be accepted beginning Monday, April 10, 2023.
- **Materials received after April 29, 2023 will be subject to an additional surcharge.**
- Warehouse hours are Monday through Friday, 9:00am to 3:00pm.
- Direct shipments must arrive at show-site beginning at 12:00 pm on Saturday, May 6, 2023 through Thursday, May 11, 2023. Shipping labels are included in this Exhibitor Service Manual.

Please Note:

All items and materials that are brought into the facility may be subject to Material Handling charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Show Carriers

Common Carrier: ABF Freight
Air Carrier / Small Package: Airways Freight