

General Information

LOCATION & DATES

Disney's Coronado Springs Resort
Coronado Ballroom
1000 West Buena Vista Drive
Lake Buena Vista, FL 32830

Sunday, September 10 to Thursday, September 14
All times are in local, Eastern Daylight Time

EXHIBITOR MOVE-IN

Sunday, September 10	12:00 PM to 5:00 PM – Only approved exhibitors 400 sf and above
Monday, September 11	8:00 AM to 5:00 PM

NOTE: Overtime rates apply all day Sunday and after 4:30 PM on Monday.

SHOW HOURS

Tuesday, September 12	7:00 AM to 8:30 AM 10:30 AM to 2:00 PM Closed during Plenary 8:30 AM to 11:00 AM
Wednesday, September 13	7:00 AM to 8:30 AM 10:30 AM to 2:00 PM Closed during Plenary 8:30 AM to 11:00 AM
Thursday, September 14	9:00 AM to 2:00 PM

EXHIBITOR MOVE-OUT

Thursday, September 14	2:00 PM to 6:00 PM
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NOTE: Overtime rates apply after 4:30 PM on Thursday.

Outside carriers must be checked in by **Thursday, September 14** at **5:00 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 Backwall – Color(s):	Black
3' High Draped Siderails – Color:	Black
1 – 6' Draped Table – Color:	Black
2 – Side Chairs	
1 – Wastebasket	
1 – 7" x 44" Identification Sign with Company Name & Booth Number	

The ballroom is carpeted in a **multi-colored print**.

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Wednesday, August 16, 2023 RENTAL BOOTH & ADVANCE ORDER DEADLINE

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

Wednesday, August 23, 2023 RENTAL BOOTH ART SUBMISSION DEADLINE

Wednesday, August 30, 2023 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



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

ADVANCE SHIPPING

Advance shipping begins **Monday, August 07** at **8:00 AM** and ends **Wednesday, September 06** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

Out & Equal 2023 Workplace Summit

c/o Hargrove

JM Freight

450 Maguire Road, Suite B

Ocoee, FL 34761

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

NOTE: September 4th is a holiday and the warehouse will be closed. Items will be moved to venue on overtime.

DIRECT SHIPPING

There is NO DIRECT SHIPPING to this event.

All shipments must be consigned to Hargrove and shipped to the advance warehouse. If your materials cannot arrive at the advance warehouse on or before **Wednesday, September 06**, contact Hargrove Exhibitor Services at **301.306.4627** or exhibitorservices@hargroveinc.com. Shipments sent directly to the Disney's Coronado Springs Resort may be refused and will be subject to material handling fees plus a 50% surcharge.