

# Beyond School Hours Conference

## February 26 - 28, 2020

### Caribe Royale

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#### GEMS Contact Information

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#### Show Information

**Back-wall Drape:** Sky blue  
**Side-wall Drape:** Sky Blue  
**Hall Carpeted:** Yes entire room is carpeted  
**Booth Size:** 10' x 10'  
**Booth Includes:** 6' table skirted, 2 basic side chairs, wastebasket, ID sign, pipe and drape

#### Important Dates

**Monday, February 10, 2020** Discount Deadline GEMS orders received with payment  
**Wednesday, November 20, 2019** Shipments may start arriving at the GEMS warehouse  
**Friday, February 21, 2020** Last day for shipments to arrive at GEMS warehouse without surcharges.

DO NOT SHIP TO SHOW SITE PRIOR TO Wednesday, February 26, 2020

#### Show Schedule

February 2020					
Mon	Tue	Wed	Thu	Fri	Sat
		<b>February 26</b> Exhibitor Move-in 8:00am-3:30pm	<b>February 27</b> Show Hours 7:00am-4:00pm	<b>February 28</b> Show Hours 7:00am-4:00pm	
		Show Hours 4:00 pm -6:00pm		Exhibitor Move-out 4:00pm-6:00pm Driver check-in by 5 pm	

#### Material Handling

##### Advance Shipments

- Shipments must be sent PRE-PAID. All collect shipments will be refused.
- Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments must arrive on or before Friday, February 21, 2020 between 8:00am & 4:00pm Monday through Friday.
- No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 407.438.5002.

##### Direct Shipments

- All shipments arriving at the facility prior to Wednesday, February 26, 2020 will be refused & rerouted.
- NOTE: Shipments will only be received at the Show site during the move-in periods - SEE MOVE-IN PERIODS ABOVE.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility.

- HAVE PRO NUMBER AND CARRIER INFORMATION AVAILABLE.
- NOTE: Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate.
- Label each package or crate as follows:

**GEMS**

Beyond School Hours  
11580 Ryland Ct.  
Orlando, FL, 32824

You may also print your advance labels by choosing "Advance Shipping Labels" in the Additional Information box to the left.

- Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight.
- NOTE: Shipments arriving at Show site before the designated move-in date will be refused, rerouted, or held by the facility. You're responsible for all related charges incurred at site & by GEMS. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.
- Label each package or crate as follows:

Caribe Royale Orlando  
8101 World Center Drive  
Orlando, FL 32831

You may also print your advance labels by choosing "Direct Shipping Labels" in the Additional Information box to the left.

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Please note the following general shipping information:

- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by GEMS for such shipments.
- Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only.

## **After the Show**

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

**We look forward to serving you in the future!**