Beyond School Hours Conference  
February 26 - 28, 2020  
Caribe Royale

GEMS Contact Information
Cathy Gilbert, Project Manager  
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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

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

- 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 "Advance Shipping Labels" in the Additional Information box to the left.

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

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!**