

## General Information

### LOCATION & DATES

Music City Center  
Halls A - D  
201 Rep. John Lewis Way. S.  
Nashville, TN 37203

Tuesday, November 14 to Friday, November 17

### EXHIBITOR MOVE-IN

Tuesday, November 14	8:00 AM to 5:00 PM
Wednesday, November 15	8:00 AM to 2:00 PM

NOTE: Overtime rates in effect after 4:30 PM

### SHOW HOURS

Wednesday, November 15	5:00 PM to 7:00 PM
Thursday, November 16	10:00 AM to 6:00 PM
Friday, November 17	10:00 AM to 6:00 PM

### EXHIBITOR MOVE-OUT

Friday, November 17	6:00 PM to 8:00 PM
Saturday, November 18	8:00 AM to 12:00 PM

NOTE: Overtime rates in effect after 4:30 PM on Friday and all day Saturday.

Outside carriers must be checked in by **Friday, November 17 at 7:00 PM**, or by **Saturday, November 18 at 11:00 AM** for all remaining 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>White &amp; Gold</b>
3' High Draped <b>Siderails</b> – Color:	<b>Gold</b>
1 – 7" x 44" <b>Identification Sign</b> with Company Name & Booth Number	

Aisle Carpet Color: **Tuxedo**

NOTE: Per Show Management, exhibitors must carpet their booth space(s) at their own expense; carpeting may be [ordered](#) from Hargrove. If you are providing your own floor covering, please submit [Flooring Affidavit](#). Exhibitor-supplied flooring is subject to material handling and labor charges.

## General Information (cont.)

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

#### **Friday, October 20, 2023 RENTAL BOOTH & ADVANCE ORDER DEADLINE**

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

#### **Friday, November 3, 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](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 **Thursday, October 12** at **9:00 AM** and ends **Thursday, November 09** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

NAEYC Annual Conference 2023

c/o Hargrove

TForce Freight

45 Teledyne Place

La Vergne, TN 37086

Advance Warehouse Receiving Hours: Monday – Friday **9:00 AM** to **4:00 PM**

### DIRECT SHIPPING

Direct shipping will begin on **Tuesday, November 14** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)

NAEYC Annual Conference 2023

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**NOTE: Direct shipments received after 4:30 PM or before 8:00 AM Monday thru Friday, or anytime Saturday and Sunday, will be assessed a 40% overtime surcharge.**