

From: exhibits@iafc.org <exhibits@iafc.org>
Sent: Saturday, June 10, 2023
Subject: Hazmat 2023 Exhibitor Move-Out Info



THANK YOU FOR YOUR SUPPORT

It has been a pleasure working with you at IAFC's HAZMAT 2023. To ensure a smooth move-out experience, we have put together a few items to assist you. Please be sure to review this information carefully and share it with your colleagues who will be on-site at the event.

Move-Out Schedule

- Move-Out Only Saturday, June 10
- 1:00 PM – 5:00 PM | Exhibitor Move-Out
- 2:00 PM – 5:00 PM | POV Move-Out

Important Times

- **1:00 PM** - **Do NOT** begin packing or dismantling your booth **prior to the show close**.
- **1:15 PM** – Empty containers being to be returned (process may take a while).
- **2:00 PM** – Cars cannot pull into the POV area until the outdoor exhibitors have moved out.
- **5:00 PM** - All materials **MUST BE REMOVED** from the exhibit facility.

Outbound Shipping **PLEASE READ**

- Due to limited dock space and no storage areas, all outbound shipments are **required** to either be:
 - Hand carried out of the Hilton.
 - Or shipped out via the show carrier, ABF Freight.
 - Note: the Hilton Business Center is permanently closed.
- Outside carriers will not be permitted to pick-up freight at the dock after the show.
- [The Expo Group's Outbound Material Handling Agreement](#)
 - Request a pre-printed Material Handling Agreement and shipping labels online.
 - Forms and labels will be delivered to your booth at show site.
 - A separate material handling agreement is required for **EACH** outbound shipment.
 - Return completed Material Handling Agreements to The Expo Group Service Desk.
 - **Do not leave the form(s) in your booth!**

Lead Retrieval

Return lead retrieval unit from American Tradeshow Services to the Hazmat Registration Desk in the Hilton Baltimore, outside the Key Ballroom no later than 1:30 PM June 10.

Hazmat 2024 - Secure Space NOW

June 5-9, 2024 | Hilton Baltimore Inner Harbor | Baltimore, MD

You must select 1 of the 3 options below on the [Space Selection Form](#) to participate in Space Selection, regardless of your priority points.

- **Option 1 – Reserve same booth as 2023.** Our loyal 2023 exhibitors can lock in their 2023 location!
- **Option 2 – Reserve booth during Space Selection**
 - Exhibitors who wish to exhibit in 2024 but wish to change booths.
 - IAFC Exhibits will provide an appointment time between June 21-23 based on priority points.
- **Option 3 – No appointment, wait till after Space Selection**
 - Exhibitors not ready to select space yet.
 - No space selection appointment will be provided.
 - IAFC Exhibits will contact exhibitors in the Fall after Space Selection is completed.

[Select Option](#) | [2024 Floorplan](#)

Space Selection Key Dates

- **Jun. 12** | Space Selection Form Deadline (Options above)
- **Jun. 14** | Appointment Details Emailed
- **Jun. 19** | Contracts Due for those Rebooking the same booth as 2023 (Option 1)
- **Jun. 21** | Space Selection Appointments Begin
- **Jun. 23** | Space Selection Appointments End
- **Jul. 5** | General Sales Open
- **Aug. 31** | Last Day for Early Booth Pricing: \$17.50 per SF.

Show Contacts

- **IAFC Exhibits Team**
(972) 521-9902 (call/text) | Exhibits@IAFC.org
Location: Pickersgill Room
Hours: Move-In/Out & Show Hours ([Schedule](#))
- **Service Desk: The Expo Group**
(972) 580-9000 | exhibitorservice@theexpogroup.com
Location: Key Ballroom West Foyer
Hours: Move-In/Out & Show Hours ([Schedule](#))
- **Encore On-Site Assistance**
(301) 712-2884 | Call for A/V, Electrical, Internet

Hazmat 2023 Post-Attendee List

Exhibitors may purchase the attendee list with contact information, including email addresses, for attendees that "opt-in" through their [Exhibitor Portal](#).

- Login and choose "Purchase Sponsorship Opportunity" at the bottom of the page.
- The Post-Show list is \$750.
- Lists include contact name, title, company, mailing address, demographic info (rank) and email addresses for attendees that opted in to share their contact information.

Sincerely,
IAFC Exhibits
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