

General / Move-In Information

LOCATION & DATES

Cobo Center
Halls C & D
1 Washington Boulevard
Detroit, MI 48226

Wednesday, June 20, 2018

EXHIBITOR MOVE-IN

Monday, June 18 8:00 AM to 5:00 PM
Tuesday, June 19 8:00 AM to 5:00 PM

NOTE: After 4:30 PM, overtime rates are in effect.

On the morning of Wednesday, June 20, exhibitors will be able to access their booths beginning at 9:00 AM.

SHOW HOURS

Wednesday, June 20 10:00 AM to 5:00 PM

EXHIBITOR MOVE-OUT

Wednesday, June 20 5:00 PM to 11:00 PM
Thursday, June 21 Freight pick-up ONLY beginning at 8:00 AM – No Exhibitors allowed on the show floor.

NOTES:

- After 4:30 PM, overtime rates are in effect.
- All exhibits MUST be dismantled, packed and Material Handling Agreements turned in by Wednesday, June 20 at 11:00 PM.
- Outside carriers may pick up freight on Thursday, June 21. All freight must be clear of the hall by 12:00 Noon.

Outside carriers must be checked in by **Wednesday, June 20 at 10:00 PM**, or by **Thursday, June 21 at 10:00 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 **Backwall** – Colors: **Teal & White**
3' High Draped **Siderails** – Color: **Teal**
1 – 10' x 10' **Standard Carpet** – Color: **Grey** (no substitutions)
1 – 6' Draped **Table** – Color: **White**
2 – Side **Chairs**
1 – **Wastebasket**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Tuxedo** (Black & Grey speckled)

NOTE: Each exhibitor receives (1) 10' x 10' Standard Grey carpet, regardless of booth size. If additional carpet is required, or, if a different color is needed, the exhibitor will be responsible for the additional cost. Please reference the "Exhibitor Grid" benefits sheet. All exhibitor booth space must be carpeted.