



IMPORTANT EXHIBITOR INFORMATION

25th ANNIVERSARY OPENING CEREMONIES – Friday August 10th

All conference delegates are invited to the Opening Ceremonies 25th Anniversary Celebration which will take place in Halls A & B of the North Building of the MTCC, from 10:00am– 12:00pm prior to the opening of the expo.

EXPO HALL HOURS

Friday August 10 12:00pm – 7:30pm

Saturday August 11 9:00am – 5:30pm

Please note the expo hall opens at 12:00pm. All exhibitors are asked to be in their booths and ready by 11:30am.

MOVE-IN SCHEDULE

To avoid over crowding during load-in, a load-in schedule has been arranged for Wednesday August 8th and Thursday August 9th. A scheduled time slot will be e-mailed to you weeks prior to the event. For more information on move-in, visit <http://www.worldfitnessexpo.com/move-in-and-move-out>

SET-UP & TEAR DOWN

Exhibitors must check-in at the canfitpro Exhibitor Registration Desk (found on level 800 outside the Expo Hall) prior to setting up.

Exhibits must be fully assembled by Thursday August 9th at 8:00pm. Move-out is on Saturday August 11th from 5:30pm – 10:00pm.

EXHIBITOR BADGES

Exhibitor Badges must be ordered online through Conexsys by August 9th, 2018. The website link and login information will be sent to each Exhibitor via email and is in the online Exhibitor Manual. All staff working your booth must have an exhibitor badge for entry to the show. If your company requires additional badges in excess of your allotment, they can be ordered in advance or on-site for \$20.00. Lost badges can be replaced on-site for \$20.00. *Please note: Exhibitor badges are for booth staff only. Failure to comply with these regulations will result in penalty and possible prohibition from exhibiting in the future.*

LOAD-OUT PROCEDURE

- Aisle carpeting must be removed prior to any exhibitors loading out. Please do not put any boxes or booth materials on the aisles. Dollies are available on a first come first served basis. They will be released in the loading dock area for exhibitors use after the aisle carpeting is removed.
- You will need a dock pass for loading dock access. Passes are available from the dock staff when you are fully packed and ready to leave.
- To ensure all exhibitor materials are removed from the exhibit facility by the exhibitor move-out deadline, please have all carriers check-in the Marshalling Yard no later than **8:30pm on Saturday August 11th, 2018.**

EXHIBITOR HOURS & EXHIBITOR REGISTRATION DESK

The Expo Hall will be open for booth prep prior to the show opening as of 9:00am on Friday August 10th and 7:00am on Saturday August 11th.

The Exhibitor Registration desk (located on level 800 outside of the Expo Hall) hours are:

Wednesday August 8th 2:00pm – 6:00pm

Thursday, August 9th 7:00am – 8:00pm

Friday, August 10th 9:00am – 7:30pm

Saturday, August 11th 7:30am – 5:30pm

SESSION BREAK SCHEDULE

Friday August 10th

Opening Ceremonies/Keynote	10:00am – 12:00pm
Expo Hall Opens	12:00pm
Session Break	12:00pm – 2:00pm
Session Break	3:30pm - 4:30pm
Session Break	6:00pm – 7:30pm
Expo Hall Closes	7:30pm

Saturday August 11th

Expo Hall Opens	9:00am
Session Break	8:45am – 9:30am
Session Break	11:15am – 1:00pm
Session Break	2:30pm – 3:15pm
Session Break	4:45pm – 5:30pm
Expo Hall Closes	5:30pm