

Show Schedule

IMPORTANT

LABELEXPO AMERICAS 2018 HAS A TARGETED MOVE-IN SCHEDULE.
THE SCHEDULE MUST BE STRICTLY ADHERED TO – NO EXCEPTIONS.

Each exhibitor will be **notified** of their **earliest allotted move-in time and day** by Rosemont Exposition Services (RES), Inc. no later than **April 16, 2018**.

All exhibits **MUST** be completed by 6:00pm on **Monday, September 24th**. The show officially opens at 9:00am on Tuesday, September 25th, 2018.

INSTALLATION DATES AND HOURS (Labor will be available according to the schedule below. Your targeted time slot for unloading will be advised in April, please plan around that date/time when notified)

Wednesday	September 19	8:00am – 4:30pm
Thursday	September 20	8:00am – 4:30pm
Friday	September 21	8:00am – 4:30pm
Saturday	September 22	8:00am – 4:30pm Overtime Labor Rates
Sunday	September 23	8:00am – 4:30pm Overtime Labor Rates
Monday	September 24	8:00am – 6.00pm*

All crates, packing boxes and skids must be removed from the exhibit hall by 12:00 Noon on Monday, September 24th. **NO EXCEPTIONS**

***Set up must be completed by 6:00pm, Monday in order to install aisle carpet that evening**

EXHIBITION DATES AND HOURS:

NOTE: Exhibitors with badges may gain access at 8:00am on show days. The electrical power will be switched on at 8:00am and off at 7:00pm except Thursday when it will be switched off at 5:30pm. Power can be extended on request.

Show open hours:

Tuesday	September 25	9:00am – 5:00pm
Wednesday	September 26	9:00am – 5:00pm
Thursday	September 27	9:00am – 5:00pm**

****Exhibitors must not commence tear-down or abandon their booth prior to 5:00pm**

TEAR-DOWN AND MOVE-OUT SCHEDULE:

Thursday	September 27	5:01pm – 9:00pm
Friday	September 28	8:00am – 6:00pm
Saturday	September 29	8:00am – 12:00 Noon Overtime Labor Rates

Important Deadlines Checklist

Help Us To Help You!

Exhibitors are strongly encouraged to place service and equipment rental orders **early**. By ordering **before the published deadlines** you will **save as much as 40% in some instances**, compared to post-deadline or on-site rates.

The list below represents most major deadlines and order forms required.

We recommend reading the entire manual to be sure you are on track.

Note that order forms for Rosemont Exposition Services (RES) can be completed and sent via email or you can place orders directly online via www.resexpo.com.

See section 5 in this manual.

DEADLINE DATES

APRIL 16

- ☐ You will be notified by email from Rosemont Exposition Services (RES) of your allotted move-in day/time

APRIL 27

- ☐ **Final Payment Due for Exhibit Space**

MAY 1

- ☐ Check on-line to view ***Labelexpo Promotion Guide*** for Show-guide Entries, Advertising, Attendee invitations, PR opportunities and more.
Go to www.labelexpo-americas.com and view under “Exhibitor Portal”

JULY 31

- ☐ Submit Booth Plans for any booth above 10ft high for approval
- ☐ Submit your General Liability Insurance Certificate – insurance is mandatory

AUGUST 23

- ☐ Hotel Reservation Due – Cut off date for discounted rates is August 23

SEPTEMBER 4

RES Order Forms in Section 5 for:

- ☐ RES Order Summary and Payment Sheet
- ☐ RES Credit Card Authorization Sheet/Third Party Billing
- ☐ Exhibitor Appointed Contractor (EAC)/Install & Dismantle Labor Form
- ☐ Standard Booth Backwall Unit
- ☐ Standard Furniture
- ☐ Booth Accessories
- ☐ Standard Counters / Workstations
- ☐ Custom Furniture
- ☐ Standard Carpet Rental
- ☐ Custom Carpet Rental
- ☐ Exhibit Booth and Display Rental Packages
- ☐ Exhibit Hardwall and Signature / Custom Booth Rental
- ☐ Vision (Glass) Case Rentals

SEPTEMBER 4

RES Order Forms in Section 5.....continued:

- ☐ Banners / Booth Graphics / Signage
- ☐ Hanging Sign Notification
- ☐ Wheelchair / Scooter Rental
- ☐ Floral / Plant Rental
- ☐ Photography & Videography
- ☐ Catering (Aramark)
- ☐ Electrical Service
- ☐ Plumbing Service
- ☐ Water Service
- ☐ Booth Cleaning /Scrap/Waste Removal
- ☐ Internet & Telecommunications
- ☐ Audio-Visual
- ☐ Labor Order (Carpenter, Decorator, Teamster, Rigger, Electrician, Plumber)
- ☐ Install & Dismantle (I&D) Labor
- ☐ Accessible Storage
- ☐ Material Handling (Drayage)
- ☐ Freight Check-In Procedure / Marshalling Yard
- ☐ Freight Services
- ☐ Customs Broker – International Shipments
- ☐ Shipping Labels – Advance Warehouse & Direct to Convention Center

SEPTEMBER 4

- ☐ Health & Safety Declaration Form
- ☐ Have you shipped to Advance Warehouse? – must arrive there by Sept. 18
- ☐ **INSURANCE REMINDER** – have you submitted General Liability Insurance certificate?
This is a mandatory requirement of the show. To arrange your insurance cover please go to the quick link shown in Section 4

SEPTEMBER 18

- ☐ Advance Shipments arriving at Warehouse – **Receiving Deadline 2.30pm**

SEPTEMBER 25-27

- ☐ SHOW OPEN DAYS

SEPTEMBER 27-29

Final Move-out, halls to be clear by 12 (Noon) on September 29