

## EXHIBITOR SHOW SCHEDULE

Exhibitor move-in and move-out times are determined by the Targeted Move-In floorplan. Please refer to the plan in the Shipping & Material Handling section to determine when you are eligible to begin moving in and out.

**Move-In Hours:** **Move-In will be targeted in 2016. Refer to the map to see which zone you are in.**

**Zone 1:** Thursday, March 3 beginning at 8 a.m.

**Zone 2:** Thursday, March 3 beginning at 1 p.m.

**Zone 3:** Friday, March 4 beginning at 8 a.m.

**Zone 4:** Friday, March 4 beginning at 1 p.m.

**Zone 5:** Sunday, March 6 beginning at 8 a.m.

**Zone 6:** Sunday, March 6 beginning at 1 p.m.

**Last In/First Out:** Tuesday, March 8 beginning at 7 a.m.

*Please note that the some of the move-in days for SATELLITE fall over a weekend so Overtime (OT) rates may apply for labor, material handling and applicable services. If your targeted move-in falls on Saturday or Sunday, any freight delivered to the warehouse and/or show site will be assessed with an overtime fee.*

*Standard time (ST) is:*

*Monday – Friday, 8 a.m. – 4:30 p.m.*

All exhibits must be fully installed by **Monday, March 7, 2016 at 5:00 p.m.** The only exception will be the booths marked as Last In / First Out. Exhibitors with equipment that needs to be moved in a special manner are asked to call the Show Decorator, Freeman at 301-918-7975.

**Exhibition Hours:**

Tuesday, March 8, 2016	10:30 a.m. – 5:45 p.m.
Wednesday, March 9, 2016	9 a.m. – 6 p.m.
Thursday, March 10, 2016	9 a.m. – 1 p.m.

**SATELLITE 2016 Conference Hours:**

Monday, March 7, 2016	8:30 a.m. – 5:30 p.m.
Tuesday, March 8, 2016	8:45 a.m. – 5:45 p.m.
Wednesday, March 9, 2016	8:30 a.m. – 5:45 p.m.
Thursday, March 10, 2016	9 a.m. – 12:30 p.m.

**Move-Out Hours:**

Thursday, March 19, 2015	1 p.m. – 11:59 p.m.*
Friday, March 20, 2015	12 a.m. – 12 p.m.**

\*All 10 x 10 booths must be cleared from the hall on Thursday

\*\*All carriers must be checked in by 8 a.m. on Friday, March 11.

**NO BOOTHS SHALL BE DISMANTLED BEFORE THURSDAY AT 1 P.M.!**

If you must leave early, your booth must remain up. Freeman will dismantle it and ship it to you at your expense. Please make sure that ALL booth personnel are informed of this rule. Please refer to section 7 of the exhibit rules and regulations regarding early teardown. **All bills of lading must be turned in to the Freeman Service Desk by your own "DOWN & PACKED" time. All exhibitors must adhere to this policy.** It is the only way to maintain control of all outbound shipments.