



## **MOVE IN BIG STRUCTURES (loading area)**

Before installation, please go to the Registration Counter to pick up your Dock Pass (located in Loading Area)

**Thursday November 2                      8:00am - 5:00pm**

*Exhibitors will not be allowed after 3:00pm*

*All exhibits must be fully installed by Saturday November 4, 2023 at 5:00pm*

*According to the regulations of the PR Convention Center during assembly and disassembly, food and drinks are not allowed. Children under 18 are not allowed*

## **MOVE IN (loading area)**

Before installation, please go to the Registration Counter to pick up your Dock Pass (located in Loading Area)

**Friday November 3                      8:00 am - 5:00pm**

**Saturday November 4                      8:00 am – 5:00pm**

*Exhibitors will not be allowed after 3:00 pm*

*All exhibits must be fully installed by Saturday November 4, 2023 at 5:00pm*

*According to the regulations of the PR Convention Center during assembly and disassembly, food and drinks are not allowed. Children under 18 are not allowed*

## **EXHIBITOR ENTRANCE HOURS**

**Sunday November 5                      7:00am with entrance ticket (main entrance Hall B)**

**Monday November 6                      7:00am with entrance ticket (main entrance Hall B)**

*(Sunday & Monday re-entry of merchandise for loading area with exhibitor ticket)*

*(During the show no food or drinks are allowed)*

## **SHOW DAYS**

**Sunday                      November 5                      9:00am - 6:00pm**

**Monday                      November 6                      9:00am - 5:00pm**

*(During the show no food or drinks are allowed)*

## **MOVE OUT (loading area)**

**Monday                      November 6                      5:00pm**

**Any Exhibitor will not move out until 5:00pm**

*According to the regulations of the PR Convention Center during assembly and disassembly, food and drinks are not allowed. Children under 18 are not allowed*

### **In order to assemble your booth you must have the following**

1. Signed Contract & Basic Terms & Conditions
2. Temporary Merchant Registration
3. Certificate of Insurance
4. Balance must be pay in full