

Schedule at a Glance & Exhibit Space Information

Location: Baltimore Convention Center – Baltimore, MD

Halls: E, Swing & F

Exhibitor Installation:

Monday, March 20

8:00am – 6:00pm

Tuesday, March 21

8:00am – 1:00pm

NOTE! Public passenger elevators and escalators may NOT be used to transport equipment and booth materials in rolling cases, on carts, etc. This means the Pratt Street Entrance will not be used for move in or move out. During move in/out, all Exhibitors and EACs will need to enter/exit the building through the public safety office entrance on Charles St. All bags, cartons, cases are subject to inspection. Detailed options for move in and move out will be published by the end of January.

All exhibits must be fully operational by 1:00pm Tuesday, March 21st. Installation work will **NOT** be permitted after 1:00pm without approval from Event Management

POV/Self Unloading:

Monday, March 20

8:00am - 5:00pm

Tuesday, March 21

8:00am - 11:00am

Registration Hours:

Monday, March 20 *Exhibitors & fnPrime Members only* 2:00pm-5:00pm

Tuesday, March 21 7:30am-5:00pm

Wednesday, March 22 7:00am-5:00pm

Thursday, March 23 7:00am-3:00pm

Conference Hours

Tuesday, March 21 8:30am-2:00pm

Tuesday, March 21 General Session 2:15pm-3:15pm

Tuesday, March 21 Networking Party 5:00pm-6:00pm

Wednesday, March 22 8:00am-10:15am

Networking Activities 3:00pm-5:15pm

5:30pm-6:30pm

Thursday, March 23

8:00am-10:15am

2:30pm-4:45pm

Expo Hours:

Tuesday, March 21 3:30pm-5:00pm

Wednesday, March 22 10:30am-3:00pm

Thursday, March 23 10:30am-2:30pm

Exhibitor Dismantle:

Thursday, March 23

2:31pm-9:00pm

POV/Self Loading

2:31pm-8:30pm

Friday, March 24

8:00am-10:00am

Removal of Exhibits:

Exhibitors will NOT be able to use the passenger elevators or escalators to remove freight (rolling cases, dollies, etc) on the move-out. The Pratt St. elevator & escalators (at the front of the hall) will be monitored and Exhibitors will be re-directed to go through public safety.

Review the move-out and dismantle notice for additional information on the return of empties and the POV operation. All freight not called for by 8:00am Friday, March 24, will be shipped by a carrier selected by Freeman at the Exhibitor's expense.

Exhibit Space Rental Includes:

- In-line space will have black and white 8' back-wall and 3' black side rail drape
- 7"x44" Company Identification Sign
- Unlimited Exhibitor Badge Registrations
- Onsite Exhibitor Lounge
- 24 Hour Exhibit Hall Perimeter Security
- Post – Event Registrant Mailing List

NOTE: Carpet and electrical services are not included in the space rental.

Aisle Carpet:

The Expo Hall is **not** carpeted. **Exhibit spaces are required to have carpet or some type of floor covering.** You are allowed to bring your own or order from the official event contractor. If you need to use the concrete floor to demonstrate your product, please contact Event Management for approval.

Aisles will be carpeted as follows:

NFMT: Tuxedo

Smart Building & Technology: Midnight Blue

Building Services: Red Pepper

Safety, Security, & Access Control: Gray

Facility Maintenance & Facility Cleaning: Latte

Check Your Exhibit Space Location:

The exhibit floor plan is constantly changing based on sales activity, changes in exhibit space size, etc., so you are encouraged to occasionally review the plan. It is the Exhibitor's responsibility to monitor the online floor plan. If an exhibit space location opens that you would prefer, or if a competitor has chosen a location near you, please contact your Exhibitor Account Executive.

Link to the online floor plan:

<https://www.expocad.com/host/fx/roc/23nfmt/exfx.html>