

FICPA Mega CPE Conference Exhibitor Information and Order Forms
Walt Disney World Dolphin Resort
1500 Epcot Resorts Blvd, Orlando, FL 32830
June 10-12, 2015

General Contractor: GES-Global Experience Specialists
GES Representative: Elizabeth (Beth) Jackson EJackson@ges.com 407-934-4162

Show Information:

Walt Disney World Dolphin Resort
5th Floor-Northern Hemisphere Hall D
June 11-12, 2015

Table Top Package Includes:

One (1) 6' skirted table
Two (2) contour chairs
One (1) Wastebasket
1-One line ID sign (11"x17")

**There will be 8ft high pipe and drape between the center table top aisles in blue and white*

Exhibitor Set-Up Hours:

Wednesday, June 10 th	12:30-6:00pm
Thursday, June 11 th	6:30-7:00am

Show Hours:

Thursday	June 11 th	7:30am-6:30pm
Friday	June 12 th	7:30am-2:00pm

Exhibitor Move-Out Hours:

Friday	June 12 th	2:00-5:00pm
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Important Notes:

Exhibit Area/Northern Hemisphere Hall D is carpeted in a multi-color pattern. Additional accent carpet options can be ordered through GES (see order forms C1-C2).*

Table Top/Booth Package items are listed above. Additional furnishings can be ordered through GES (see order forms A1-A2).*

*Additional carpet or furniture orders are permitted ONLY if the additions do not exceed tabletop footprint allowances. Contact Angie Harris for further clarification in needed.

Electrical services are to be ordered exclusively through GES (order forms and deadline information can be found in the exhibitor kit).

Internet and Audio Visual services are to be ordered exclusively through XpoNet (order forms and deadline information can be found in the exhibitor kit).

FICPA is not providing cleaning services for individual table top booths during the show. Those services are to be order exclusively through GES (order form enclosed).

Additional Information:

ALL GES orders must be received by May 26th in order to receive a discounted rate; this date is firm. All orders after May 26th are subject to the pricing and terms listed on the order forms.

THIS ALSO APPLIES TO ADVANCED SHOW SITE SHIPMENTS! See forms R1-R3 for all shipping and receiving guidelines, deadlines, times, and surcharge assessments. *Please read carefully and contact GES with any questions or concerns regarding shipping.*