

**Exhibitor Move-in and Set-up: Wednesday, Sept. 16th, 8:30am-5:30pm
Grand Floridian Ballroom, 3rd Floor**

Move-in:

- Unloading large materials and equipment: Access the loading dock located off Eisenhower Blvd to **Dock ramp 5** located near **doors 7 & 8**.
- Refer to the maps and diagrams document on our website: Ramp 5/doors 7&8 are shown at the rear of Hall D. **The Exhibit Hall/Grand Floridian Ballroom is located on the 3rd Floor above Hall D.** Take the large freight elevators from the Dock to the 3rd Floor. *FICPA has staffed security guards to direct move-in flow at the elevator entrances on Floors 1 and 3.*

Dock Security Restrictions:

- Once on the dock, you may pull up to unload but exhibitors **are not allowed to park or leave their cars unattended.**
- If your car is left unattended for any period of time security will demand you remove your vehicle. These guidelines are set forth by Broward County Convention Center and are strictly enforced. *(Think of it in the same way as leaving your luggage unattended at the airport...a little inconvenient but created as a safety and security measure for all those involved).*

Set-up:

- We do require that you have your booth set up by Wednesday, September 16, 2015 no later than 5:30pm.
- **Please note-** If you are unable to set up between 8:30am-5:30pm on Wednesday, you may set up the first day of the show, Thursday, June 17th between 7:00-8:30am. ***This is for exhibitors with hand carried booth supplies only (promotional materials, pop-up signage, etc).***
- If you plan on setting up on Thursday, please give Angie Harris a courtesy 'heads up' at harris@ficpa.org so she is not waiting for your arrival on Wednesday.
- **All booths must be set up and ready to go by 8:30am, Thursday, September 17th.**

Move-in Day Exhibitor Check-in:

- Exhibitor check-in: Please come to exhibitor check-in before setting up your booth (check-in will be located just inside the hall as you exit the elevators). At check-in you will receive a hall pass identifying you as an exhibitor.
- Exhibitor Hall Pass: Wearing a hall pass during exhibitor move-in is a **mandatory** security precaution implemented by FICPA in an effort to prevent booth vandalism and theft of property.

Move-in Parking:

- Parking is free day of set up in the Eisenhower South Parking Lot located behind Dock ramps 3&4. See the maps and diagrams document on our website: www.ficpa.org/Content/CPE/Events/Shows/Exhibitors.aspx
- Parking in this lot is not free during show days, Thursday and Friday. Eisenhower South Lot parking fees during show days is \$6 per vehicle, per day.