



## PRE-SHOW PREP LIST

Exhibitor Kit & Operating Guidelines can be found here:

<http://megaconorlando.com/exhibitors/>

### **TO DO LIST:**

- Give yourself time to make enough merchandise for the show.
- We want all customers to get the full MegaCon experience, whether they come on the first or last day. No early tear down please.
- Design your booth to allow for efficient traffic flow, product visibility and storage for extra stock. Ensure your display adheres to booth regulations.
- Make travel and hotel reservations as early as possible to secure the best deals. Look into our hotel room block online at: <http://megaconorlando.com/travel/>
- Ensure you hire the appropriate amount of booth staff or volunteers for the weekend.
- Purchase additional tickets for clients and staff at the exhibitor rate deadline May 6.
- Promote your participation in the show on your Facebook, Twitter or Instagram pages. The show hashtag is #MegaCon2018

### **DATES | HOURS**

#### **MOVE-IN**

**Tuesday May 22: 12:00pm to 6:00pm**

Oversized Move In, by appointment only

**Wednesday May 23: 8:00am to 9:00pm**

General Exhibitor Registration and Set Up

**Thursday May 24: 7:00am to 1:30pm**

Artist Alley Registration and Set Up

**THE SHOW FLOOR OPENS THURSDAY AT 2:00PM**

#### **SHOW HOURS**

Thursday: 2:00pm to 9:00pm

Friday: 9:30am to 7:00pm

Saturday: 9:30am to 7:00pm

Sunday: 9:30am to 5:00pm

#### **MOVE-OUT**

Sunday May 27<sup>th</sup>: 5:01pm to 11:59pm

#### **LOCATION**

Orange County Convention Center

West Concourse

9800 International Dr.

Orlando, FL, 32819

## **IMPORTANT DATES**

**FULL PAYMENT DEADLINE: FEB. 7, 2018**

Late Payment Deadline:

**IMMEDIATELY**

Show Decorator Deadline for Advanced Pricing:

**May 2, 2018**

Electrical Deadline for Advanced Pricing:

**May 2, 2018**

Advanced Shipping Deadline:

**May 10, 2018**

## **SHOW PACKING LIST**

- Upright dolly
- Exhibit display
- Merchandise
- Price tags and labels
- Signage
- Lights for booth & extra bulbs
- Extension cords & power bars (if needed)
- Receipt books
- Booth covering for overnight (if necessary)
- Business cards & brochures
- Photos of your latest work
- Shopping bags
- Touch-up paint
- First aid kit
- Superglue
- Tape
- Office supplies (ie. pens, markers, etc.)
- Vacuum / broom / duster/ cleaning supplies

## **Show Reminders**

**ORDERING SUPPLIES** - Make a list of everything you'll need during the show.

**HAVE A MOVE-IN PLAN** - Be sure to allot enough time to move-in and set-up your booth completely including cleaning up and clearing boxes from the aisle before the show opens.

**PAYMENT OPTIONS** - Start each day with a float in a secure cashbox and bring enough coins & small bills to last the day.

**BE SAFE** - Never leave cash in your booth and always get insurance. Cover your booth at the end of each show day.

**TELL US** – If you see something on the show floor that is unsafe, inappropriate or illegal, tell us during the show. It is a challenge to follow-up on infractions after the show if we don't have an opportunity to correct it during the show.

**BOOK FOR 2019** - Sign up for 2019 at the Exhibitor Service Desk during show hours each day, and until 6:00pm on Sunday during move out.