

General Information

LOCATION & DATES

Hyatt Regency Chicago
Riverside Exhibit Hall
151 E. Wacker Drive
Chicago, IL 60601

Thursday, July 8 to Friday, July 9, 2021

EXHIBITOR MOVE-IN

Tuesday, July 6 By Appointment Only
Wednesday, July 7 8:00 AM to 4:30 PM

NOTE: Early Move-In is available by appointment only. To request an appointment, submit the enclosed Early Move-In Request form.

SHOW HOURS

Thursday, July 8 7:00 AM to 3:00 PM
Friday, July 9 7:00 AM to 3:00 PM

EXHIBITOR MOVE-OUT

Friday, July 9 3:00 PM to 7:00 PM
Saturday, July 10 8:00 AM to 12:00 Noon

NOTE: After 4:30 PM on Friday and all day Saturday, overtime rates will be in effect. Review the enclosed Material Handling and Labor forms for straight time, overtime, and double time schedules and rates.

Outside carriers must be checked in by **Friday, July 9 at 6:00 PM**, or by **Saturday, July 10 at 9:00 AM** for all remaining outbound shipments. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

8' High Draped **Backwall** – Colors : **Blue & White**
3' High Draped **Siderails** – Color: **Blue**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

The exhibit hall is carpeted in a **multi-colored print**.

General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Tuesday, June 15, 2021

Hargrove's advance prices apply to orders received with payment by the deadline date.

NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or exhibitorservices@hargroveinc.com



HARGROVE SHIPPING // [Request a Quote](#) // 301.306.4620 or shipping@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Friday, June 4** at **9:00 AM** and ends **Thursday, July 1** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

NAESP 2021 Annual Conference

c/o Hargrove

TForce Freight c/o Tradeshow Transport, LLC

2300 S. Throop Street

Chicago, IL 60608

DIRECT SHIPPING

Direct shipping will begin on **Wednesday, July 7** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)

NAESP 2021 Annual Conference 2021

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