

General Information

LOCATION & DATES

Gaylord Rockies Resort & Convention Center
Aurora 1-3/Aurora Ballroom A,C,D
6700 N Gaylord Rockies Blvd.
Aurora, CO 80019

Tuesday, March 19 to Thursday, March 21, 2024

EXHIBITOR MOVE-IN

Monday, March 18	12:00 PM to 5:00 PM (400 sf and above, 20'x20' booths and larger)
Tuesday, March 19	9:00 AM to 5:00 PM

NOTE: Overtime hours will be in effect after 4:30 PM.

SHOW HOURS

Wednesday, March 20	1:30 PM to 5:30 PM
Thursday, March 21	8:30 AM to 12:30 PM

EXHIBITOR MOVE-OUT

Thursday, March 21	12:30 PM to 6:00 PM
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NOTE: Overtime hours will be in effect after 4:30 PM.

Outside carriers must be checked in by **Thursday, March 21** at **5:00 PM**. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** and **10' x 20'** booth includes the following standard equipment:

- 8' High Draped Backwall – Colors: Gray & White
- 3' High Draped Siderails – Color: Gray
- 1 – 6' Draped Table – Color: White
- 2 – Side Chairs
- 1 – Wastebasket
- 1 – 7" x 44" Identification Sign with Company Name & Booth Number

Per Show Management, Gray Carpet will be provided for 10'x10' and 10'x20' booths. All other exhibitors must carpet their booth spaces at their own expense; carpeting may be [ordered from Hargrove](#). If you are providing your own floor covering, please submit Exhibitor Provided Flooring Affidavit. Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have flooring covering by Wednesday, March 20 at 8:30 AM will have carpet installed by Hargrove at the exhibitor's expense.

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Friday, February 23, 2024 RENTAL BOOTH & ADVANCE ORDER DEADLINE

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

Friday, March 1, 2024 RENTAL BOOTH ART SUBMISSION DEADLINE

Friday, March 8, 2024 CARPET & ONLINE ORDERING DEADLINE

Orders after this date must be placed via phone or email and are subject to availability.

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 **Wednesday, February 14** at **8:00 AM** and ends **Friday, March 15** at **3:30 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

WBENC National Conference 2024

c/o Hargrove

TForce Freight

5300 E 56th Ave

Commerce City, CO 80022

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **3:30 PM**

NOTE: The warehouse will be closed February 19.

DIRECT SHIPPING

Direct shipping will begin on **Monday, March 18** at **12:00 PM**.

Direct shipping address:

(Your Company Name & Booth Number)

WBENC National Conference 2024

c/o Hargrove

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NOTE: Please visit [Material Handling page](#) to review associated costs with shipping materials via Advance or Direct Shipping.