

General Information

LOCATION & DATES

DeVos Place
Halls A, B, & C
171 Monroe Ave NW
Grand Rapids, MI 49503

Sunday, September 8 to Tuesday, September 10, 2024

EXHIBITOR MOVE-IN

Saturday, September 7	8:00 AM	-	5:00 PM
Sunday, September 8	8:00 AM	-	2:00 PM

NOTE: Overtime rates will be in effect all weekend.

SHOW HOURS

Sunday, September 8	3:30 PM	-	6:00 PM
Monday, September 9	8:00 AM	-	1:00 PM
	4:00 PM		6:00 PM
Tuesday, September 10	8:00 AM	-	1:00 PM

EXHIBITOR MOVE-OUT

Tuesday, September 10	1:00 PM	-	5:00 PM
Wednesday, September 11	8:00 AM	-	5:00 PM

Outside carriers must be checked in by **Tuesday, September 10** at **4:00 PM**, or by **Wednesday, September 11** at **4:00 PM** for all remaining outbound shipments. Please see the [Move-Out Information sheet](#) for more details.

STANDARD BOOTH EQUIPMENT

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

8' High Draped **Backwall** – Color(s): **Blue & White**

3' High Draped **Siderails** – Color: **Blue**

1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

Aisle Carpet Color **Blue**

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be [ordered from Hargrove](#). If you are providing your own floor covering, please submit the [Exhibitor Provided Flooring Affidavit](#). Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have floor covering by **Sunday, September 8** at **11:30 AM** will have carpet installed by Hargrove at the exhibitor's expense.

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Tuesday, August 6, 2024 RENTAL BOOTH ORDER DEADLINE

Tuesday, August 13, 2024 ADVANCE ORDER & RENTAL ART SUBMISSION DEADLINE

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

Tuesday, August 27, 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 **Monday, August 5** at **8:00 AM** and ends **Wednesday, September 4** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)
2024 ACI-NA Annual Conference & Expo
c/o Hargrove
c/o TForce Freight
2693 Courier Dr. NW
Grand Rapids, MI 49544

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **4:00 PM**

NOTE: Monday, September 2 is a holiday and the warehouse will be closed.

NOTE: Items will be moved to site on overtime. A 40% overtime surcharge will apply.

DIRECT SHIPPING

Direct shipping will begin on **Saturday, September 7** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)
2024 ACI-NA Annual Conference & Expo
c/o Hargrove
DeVos Place
Halls A, B, & C
303 Monroe Ave NW
Grand Rapids, MI 49503

NOTE: Direct shipments received before 8:00 AM or after 4:30 PM weekdays, or anytime weekends, will be assessed a 40% overtime surcharge.