

## ITR Innovation Exhibition Information

### Exhibitor Checklist

ASAP Book hotel reservation at the Omni Orlando / Last day to book online is Monday, Feb. 13, 2012  
<http://www.omnihotels.com/FindAHotel/OrlandoChampionsGate/MeetingFacilities/NatureWorks2.aspx>

December 20 <sup>th</sup> , 2011	Insurance certificate due – NatureWorks LLC to be named on form email form to: <a href="mailto:andrea_ziadi@natureworkslc.com">andrea_ziadi@natureworkslc.com</a>
January 20 <sup>th</sup> , 2012	Third Party Payment Authorization Form if needed Material Handling – Freight Options Outbound Shipping Instructions

### Trade Show Information

#### **Exhibit Receiving**

First day advance warehouse shipments accepted Monday, February 13<sup>th</sup>, 2012

Last day warehouse shipments accepted Friday, February 17<sup>th</sup>, 2012

#### **Onsite**

Set Info:	Monday, February 20 <sup>th</sup> , 2012	7:30am – 5:00pm
Exhibit Hours:	Tuesday, February 21 <sup>st</sup> , 2012	10:30am – 7:00pm
	Wednesday, February 22 <sup>nd</sup> , 2012	12:00pm – 4:00pm
Innovation Exhibition Reception:	Tuesday, February 21 <sup>st</sup> , 2012	5:30pm – 7:00pm
Tear Down Date/Time:	Wednesday, February 22 <sup>nd</sup> , 2012	4:00pm – 7:00pm
Carrier Check Due:	Wednesday, February 22 <sup>nd</sup> , 2012	6:30pm – 7:00pm

### Shipment of Product

**Shipping materials for the conference to arrive no earlier than Friday, February 17, 2012. Address packages as follows:**

#### **edgPRODUCTIONS**

##### **c/o MainFreight**

8249 Parkline Blvd. Ste. 100  
Orlando, FL 32809  
Phone: (407) 854-3234

**Label should include: ITR Exhibition Feb 20 – 22, 2012**

**Company Name, Booth #; and Box 1 of 2, Box 2 of 2, etc** (Booth numbers will be assigned 2 weeks prior)

All inbound/outbound shipping/receiving/handling fees to be charged by edg Productions and will be based upon the shipment. Quotes to be given in mid January. Exhibitors are responsible for packing up their exhibit and labeling all return shipment items.

### Exhibitor questions?

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