



SMFM 2024
Gaylord National Resort &
Convention Center
National Harbor, MD
February 10 - 14, 2024

**Discount Price
Deadline Date
JANUARY 29th**
Method of payment must accompany your order



Exhibitor Fast Facts

As the Official Service Contractor for SMFM 2024, AGS Expo Services would like to say welcome! The information below is only a brief summary of the important times, dates, addresses, and details regarding your event. More detailed information has been provided in each section of this Exhibitor Service Manual and at www.ags-expo.com.

Show Information

OFFICIAL SERVICE CONTRACTOR

AGS Expo Services	Phone: 407.292.0025
4561 SW 34th Street	Fax: 407.292.4414
Orlando, FL 32811	Email: eventservices@ags-expo.com

EXHIBIT HALL INFORMATION

Exhibit Hall(s): Prince George Exhibit Hall C - E

Backwall Drape:	Silver/Black/Silver
Siderail Drape:	Silver
Booth Carpet Color:	Hall is NOT carpeted - Floor covering is mandatory
Aisle Carpet Color:	Berry

Booth Equipment

Booth Size: 10' x 10'

Includes:	8' Pipe and Drape	(1) 6' x 30" Silver Skirted Table
	3' Pipe and Drape	(2) Plastic Folding Chairs
	ID Sign	(1) Wastebasket

Show Schedule

Other Details

EXHIBITOR MOVE-IN

Monday	February 12, 2024	8:00 AM - 5:00 PM
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EXHIBIT HOURS

Monday	February 12, 2024	6:00 PM - 8:00 PM
		Opening Welcome Reception

Tuesday	February 13, 2024	10:30 AM - 8:00 PM
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Wednesday	February 14, 2024	8:00 AM - 10:00 AM
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EXHIBITOR MOVE-OUT

Wednesday	February 14, 2024	10:00 AM - 2:00 PM
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- Empty crates and cartons will be returned beginning at **10:00 AM on Wednesday, February 14th**
- All carriers must check-in no later than **12:00 PM on Wednesday, February 14th**
- All exhibitor materials must be removed from the exhibit facility by **2:00 PM on Wednesday, February 14th**
- **Freight Re-Route Deadline:**
All unconsigned materials remaining on the event floor will be re-routed via the official show carrier, ABF Freight at **12:01 PM on Wednesday, February 14th**
- **Avoid long wait times, order Premium Return service (pg. 98). Store up to (3) priority pieces during show for quick return during move-out; dismantle faster, leave sooner!**



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AGS Exhibitor Service Center Hours

AGS Expo Services will be available to take care of your on-site needs. All services and production personnel will be available to handle any needs you might have such as furniture, rental exhibits, labor, cleaning, and material handling. We are available during move-in, move-out, and exhibit hours.

For the AGS on-site Service Center phone number, please call our main office during business hours at 407.292.0025 or email us at eventservices@ags-expo.com

Shipping Information

Below are the advance warehouse and direct shipping addresses for your event. Please know that a Method of Payment must be on file to receive your materials for the event.

Name of Exhibiting Company

SMFM 2024

Booth #: _____

[PLACE APPROPRIATE ADDRESS HERE]

Advance Shipments to Warehouse

AGS Expo Services
c/o ABF Freight
6720 Washington Blvd.
Elkridge, MD 21075

Delivery Window

- Deliveries only accepted between 1/8/24 - 2/7/24
- Receiving Dock Open: Monday - Friday 8:00 AM - 4:30 PM
- Any shipments received after the advanced receiving deadline or during the event will be assessed a late fee and redirected to the exhibit site.

Direct Shipments to Exhibit Site

AGS Expo Services
c/o Gaylord National Resort and Convention Center
Prince George Exhibit Halls C - E
701 Waterfront Street
National Harbor, MD 20745

Delivery Window

- Monday, February 12, 2024 - 8:00 AM - 5:00 PM
- All booths must be set by 5:00 PM on Monday, February 12, 2024

Discount Deadlines & Policy Reminders

Take advantage of our substantial price discounts. To get our lower prices, return your order with payment by the discount deadline(s) on the order forms provided.

Show Order Discount Deadline - January 29, 2024

Please review our payment policy carefully. As a reminder, AGS Expo Services requires payment in full at the time your order is placed along with a completed Method of Payment Form. This may be used to cover on-site charges such as labor and material handling, not included with your initial payment.

It is important to review the local labor and/or Union jurisdiction policies located in this Service Manual. Policies vary by state and location.

Please contact our Event Services Department with questions or special requests. We will provide you with all of your show needs and appreciate the opportunity to work with you.

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Email: eventservices@ags-expo.com Order Online: www.ags-expo.com