

General Information

LOCATION & DATES

Duke Energy Convention Center
A & B
525 Elm St.
Cincinnati, OH 45202

Monday, April 15 to Tuesday, April 16

EXHIBITOR MOVE-IN

Monday, April 15 8:00 AM to 4:30 PM

SHOW HOURS

Monday, April 15	4:30 PM to 6:30 PM	Welcome Reception in Exhibit Hall
Tuesday, April 16	11:45 AM to 1:45 PM	Lunch in Exhibit Hall
	4:15 PM to 6:00 PM	Networking Reception in Exhibit Hall

EXHIBITOR MOVE-OUT

Tuesday, April 16 6:00 PM to 10:00 PM

Overtime rates will apply from 6:00 PM to 8:30 PM. **Double time** rate will apply from 8:30 PM to 10:00 PM.

Outside carriers must be checked in by **Tuesday, April 16 at 9:00 PM** for all 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 – Color(s):	Blue & White
3' High Draped Siderails – Color:	Blue
1 – 6' Draped Table – Color:	Blue
2 – Side Chairs	
1 – Wastebasket	
1 – 7" x 44" Identification Sign with Company Name & Booth Number	

The aisles are carpeted. Aisle Carpet Color: **Bluejay**

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 flooring covering by **Monday, April 15 at 12:30 PM** will have carpet installed by Hargrove at the exhibitor's expense.

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Thursday, March 21, 2024 RENTAL BOOTH & ADVANCE ORDER DEADLINE

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

Thursday, March 28, 2024 RENTAL BOOTH ART SUBMISSION DEADLINE

Thursday, April 4, 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, March 13** at **8:00 AM** and ends **Wednesday, April 10** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)
Design-Build for Water/Wastewater Conference
c/o Hargrove
TForce Freight
3250 E Kemper Rd
Sharonville, OH 45241

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

NOTE: Advance Shipments will be moved to show site on Overtime. A 50% surcharge will apply.

DIRECT SHIPPING

Direct shipping will begin on **Monday, April 15** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)
Design-Build for Water/Wastewater Conference
c/o Hargrove
Duke Energy Convention Center
A & B
525 Elm St.
Cincinnati, OH 45202

NOTE: Direct shipments received before 8:00 AM or after 4:30 PM weekdays will be assessed a 50% overtime surcharge.