

SBF 2018 LOGISTICS GUIDE

Key Dates

Expo & Conference Dates: Tuesday, November 27, and Wednesday, November 28

Important Things to Note

- ❖ The exhibition is two days (**Nov 27 and 28, 2018**)
- ❖ During conference networking breaks, attendees will have extra time to visit your booth
- ❖ You will have plenty of time for networking and you will enjoy the show

Badge Pickup

Your exhibitor badge(s) will be printed at the registration desk on-site. When you arrive at the venue, signs in the lobby or volunteers will guide you to the location where you can pick up your credentials and learn where your booth is located.

Exhibitor Sign-In

Registration and sign-in will begin at **7:30 AM**.

Setup Time

Booth Setup: 7:30 AM - 9:00 AM on Tuesday, Nov 27

Please plan to arrive at the venue with enough time to have your booth set up by **8:45 AM** and be ready **9:00 AM** for the expo opening. Alternatively, you may set up on **Monday evening** from **5:00 PM – 10:00 PM** (contact us to make arrangement for Monday evening set-up)

Expo Time

The expo hall opens at 9:00 AM and closes at 5:00 PM on **Tuesday, Nov 27 and Wednesday, Nov 28**.

Packing Time:

Breakdown: 5:00 PM – 10:00 PM

Exhibits can be dismantled starting at **5:00 PM on Wednesday, Nov 28** up till **10:00 PM**

SBF 2018 Inbound and Outbound Shipping Information

The venue will manage all shipping and receiving. To ship OUT of the hotel, there is an additional handling fee of \$5 per box or \$200 per pallet. Use the below details if you plan to send packages in advance to the event.

Attention: **Insert your name here**

Company Name – **<Conference Name>** Exhibitor

Sheraton Austin Hotel

701 East 11th Street

Austin, Texas 78701

(512) 404-6907

Box ___ of ____ (number of total boxes)

