

## General Information

### LOCATION & DATES

Minneapolis Convention Center  
Halls B & C  
1301 Second Avenue South  
Minneapolis, MN 55404

Sunday, March 3 to Thursday, March 7

### EXHIBITOR MOVE-IN

|                 |                     |
|-----------------|---------------------|
| Sunday, March 3 | 12:00 PM to 5:00 PM |
| Monday, March 4 | 8:00 AM to 4:00 PM  |

NOTE: Overtime rates apply all day Sunday.

### SHOW HOURS

|                    |                     |
|--------------------|---------------------|
| Monday, March 4    | 7:30 PM to 9:00 PM  |
| Tuesday, March 5   | 10:00 AM to 5:00 PM |
| Wednesday, March 6 | 10:00 AM to 5:00 PM |
| Thursday, March 7  | 10:00 AM to 4:00 PM |

### EXHIBITOR MOVE-OUT

|                   |                    |
|-------------------|--------------------|
| Thursday, March 7 | 4:00 PM to 9:00 PM |
| Friday, March 8   | 7:00 AM to 2:00 PM |

NOTE: Overtime rates apply after 4:30 PM

Outside carriers must be checked in by **Thursday, March 7 at 8:00 PM**, or by **Friday, March 8 at 12:00 PM** for all remaining 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**  
3' High Draped **Siderails** – Color: **Blue**  
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Tuxedo**

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, March 4 at 3:30 PM** will have carpet installed by Hargrove at the exhibitor's expense.

## General Information (cont.)

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

#### **Monday, February 5, 2024 RENTAL BOOTH & ADVANCE ORDER DEADLINE**

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

#### **Monday, February 12, 2024 RENTAL BOOTH ART SUBMISSION DEADLINE**

#### **Monday, February 19, 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](mailto:exhibitorservices@hargroveinc.com)



**HARGROVE SHIPPING** // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

### ADVANCE SHIPPING

Advance shipping begins **Tuesday, January 30** at **8:00 AM** and ends **Thursday, February 29** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)  
TForce Freight c/o Crane Worldwide  
c/o Hargrove, APS March Meeting  
3025 Lunar Lane Dock Door - 38  
Eagan, MN 55121

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

NOTE: Advance shipments will be moved to site on overtime.

### DIRECT SHIPPING

Direct shipping will begin on **Sunday, March 3** at **12:00 PM**.

Direct shipping address:

(Your Company Name & Booth Number)  
APS March Meeting 2024  
c/o Hargrove  
Minneapolis Convention Center  
Halls B & C  
1301 Second Avenue South  
Minneapolis, MN 55404

**NOTE: Direct shipments received before 8:00 AM or after 4:30 PM Monday thru Friday, or anytime Saturday or Sunday, will be assessed a 40% overtime surcharge.**