SHOW SCHEDULE

For assistance, please contact **ISC WEST** Client Services for General Questions or more information. Toll-Free 800.840.5602 or Outside the US at 203.840.5602 or email inquiry@isc.reedexpo.com

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EXHIBITOR SERVICE CENTERS ON-SITE – FREEMAN's Exhibit Support team will be available from 8 a.m. – 5 p.m. from the first day of Exhibitor Move-in to the last day of Exhibitor Move-out. Hours may be extended the day before show open and the day of show close to assist with additional exhibitor needs

The Sands Expo & Convention Center will also maintain a Service Center during set-up, show days and dismantling. Any on-site inquiries regarding orders for electrical, telephone, internet, booth cleaning, booth catering, booth lighting or compressed air/water/drain service should be made at the **Sands Service Center**.

The person in charge of your exhibit should carefully inspect and sign for all work order forms. If you disagree with a bill presented for your signature, question it immediately. If you cannot come to a satisfactory agreement with the contractor, contact Show Management. Do not put it off. Once the show has ended, it becomes very difficult to resolve issues.

SHOW SCHEDULE

EXHIBITOR MOVE-IN		
Saturday	March 19, 2022	8:00 a.m. - 5:00 p.m.
Sunday	March 20, 2022	8:00 a.m. - 5:00 p.m.
Monday	March 21, 2022	8:00 a.m. - 5:00 p.m.
Tuesday	March 22, 2022	8:00 a.m. - 5:00 p.m.

ISC WEST is a **TARGETED SHOW**. Please go to **FREEMAN ONLINE** to download the **COLOR-CODED TARGET FLOORPLAN** which will give you your specific targeted date & time for move-in. Targeted move-in is for delivery of freight; you do not have to begin construction of your booth on your target date/time, but your freight shipment(s) should be at the convention center on that date and time. Obviously, your installation cannot begin until your freight is delivered and any utilities you need have been installed, so be certain to order these in advance of move-in. Keep in mind, your target date & time applies to when your shipment(s) must be received by - it does not mean you must begin to set-up your booth at that time.

If you would like to change your Targeted Move-in Time, please fill out the **OFF-TARGET MOVE-IN REQUEST FORM**, on the Freeman Website and send over to Freeman.

OVERTIME CHARGES APPLY *to any work performed before 8:00 AM and after 5:00 PM on weekdays and anytime on Saturday, Sunday and Holidays.*

SHOW SCHEDULE
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NOTE: Permission to erect booth space will be withheld from any company who has not submitted full payment of their exhibitor space rental fee or adverting/sponsorship fees.

It is highly recommended that you ship your freight in advance to the Freeman warehouse, as warehouse freight is delivered to the show floor first, and is automatically "on target". Show-site shipments are unloaded on a first-come-first-serve-basis. Please do not schedule any labor until the end of your target window. For example, if your target window is 10:00 AM - 1:00 PM, it is best to request your labor to report to your booth no earlier than 1:00 PM.

If you require utilities (electric, telephone, internet, etc.), your carpet cannot be installed until the utilities have been installed. Exhibitors are reminded that during move-in, display materials/products will be allowed to enter the Sands Expo & Convention Center via loading docks and designated entrances ONLY.

Any booth not occupied by **3:00 PM, Tuesday, March 22, 2022**, will be presumed abandoned. If there is freight in the booth and Show Management believes the Exhibitor will be arriving late, the General Contractor will set up the display to the best of their ability with the information available. If there is no freight in the booth and/or Show Management believes the Exhibitor will not participate in the show, the booth will be reassigned. Exhibitors arriving after this time will be given space available and may incur additional costs. **ALL EXHIBITS MUST BE COMPLETELY SET BY 5:00 PM, Tuesday, March 22, 2022**. No shipment to the facility will be accepted after **5:00 PM, Tuesday, March 22, 2022**, or at any time on **Wednesday, March 23, 2022**. Absolutely no shipment, equipment or material may be brought onto the show floor during show hours.

Removal of excess trash/debris in the aisles **AFTER 5:00 PM, Tuesday, March 22, 2022**, will be billed to the exhibitor(s) responsible for creating such excess trash/debris. The Fire Marshal will not permit the show to open if there are any boxes, cartons, visqueen, packing material, etc. in the aisles.

SHOW DATES & HOURS:

SIA Education @ ISC			Exhibition		
Tuesday	March 22, 2022	10:00 AM - 4:30 PM	Wednesday	March 23, 2022	10:00 AM - 5:00 PM
Wednesday	March 23, 2022	8:45 AM - 5:00 PM	Thursday	March 24, 2022	10:00 AM - 5:00 PM
Thursday	March 24, 2022	8:45 AM - 3:30 PM	Friday	March 25, 2022	10:00 AM - 3:00 PM

Badged exhibitors will have access to the Exhibit Hall at 8:00 AM each Show morning.

SHOW SCHEDULE

EXHIBITOR MOVE-OUT

Friday	March 25, 2022	3:00 p.m. - 10:00 p.m.
Saturday	March 26, 2022	8:00 a.m. - 10:00 p.m.
Sunday	March 27, 2022	8:00 a.m. - 12:00 p.m.

Freeman will begin returning empty containers once aisle carpet is removed

Hall D (Booths 28045 - 36000 & 27091)

Friday	March 25, 2022	3:00 p.m - 11:00 p.m.

- All exhibitor materials must be removed from Hall D no later than 11:00 p.m. on Friday, March 25, 2022.
- To ensure all exhibitor materiasl are removed from Hall D by the exhibitor Move-Out deadline, please have all carriers check in by 7:00 p.m. on March 25, 2022.

Hall C (Booths 18000 - 27129)

Friday	March 25, 2022	3:00 p.m - 10:00 p.m.
Saturday	March 26, 2022	8:00 a.m. - 5:00 p.m.

- All exhibitor materials must be removed from Hall D no later than 5:00 p.m. on Saturday, March 26, 2022.
- To ensure all exhibitor materiasl are removed from Hall D by the exhibitor Move-Out deadline, please have all carriers check in by 10:00 a.m. on March 26, 2022.

Hall A & B (Booths 1000 - 17999)

Friday	March 25, 2022	3:00 p.m - 10:00 p.m.
Saturday	March 26, 2022	8:00 a.m. - 5:00 p.m.
Sunday	March 27, 2022	8:00 a.m. - 12:00 p.m.

- All exhibitor materials must be removed from Hall A & B no later than 12:00 p.m. on Sunday, March 27, 2022.
- To ensure all exhibitor materiasl are removed from Hall A & B by the exhibitor Move-Out deadline, please have all carriers check in by 8:00 a.m. on March 27, 2022.

Exhibits officially close at **3:00 PM, Friday, March 25, 2022**, at which time **FREEMAN** will begin removing aisle carpet. Please facilitate this effort by keeping the aisles around your booth clear until the aisle carpet has been removed. No exhibits or display may be dismantled, packed or removed in whole or in part before the official close of the show on **Friday, March 25, 2022 at 3:00 PM.**

Following removal of aisle carpet, delivery of empty crates and containers will begin. This entire process will take about 7 hours. Make arrangements for someone to stay with your booth until it is completely packed, labeled and outbound Material Handling Agreements have been turned in at the Exhibitor Service Center. Remember that trucks which have checked into the Marshalling Yard WILL NOT be dispatched to a loading dock for your materials unless the outbound Material Handling Agreement has been turned in at the Exhibitor Service Center.

Although security measures are in place after the show closes, ultimate responsibility for the security of product rests with each exhibitor. Safety containers are available through **FREEMAN** and security staffing is available through **CENTURY SECURITY.**

In accordance with display rules and regulations and security measures, no one under the age of 18, INCLUDING INFANTS, will be admitted in the exhibit hall at any time. ***There will be no exceptions.***