

# EDspaces

The Future of Educational Facilities

Tampa, FL | November 7-9, 2018

## 2018 QWIK INFO

### Show Colors are ...

- **Aisle Carpet:** . . . . . RED
- **Rear Booth Drape:** . . . . . RED, WHITE, WHITE, RED
- **Side-Rail Booth Drape:** . . . . . RED

PLEASE BE FAMILIAR WITH THE RULES AND REGULATIONS, DISPLAY RULES AND AREA WORK RULES.

### Important Dates and Times...

- **Set-Up Hours<sup>1</sup>:** . . . . . **Monday, November 5**  
8:00 AM - 5:00 PM  
All booths must be completely set up by 5:00 PM Tuesday with all crates and boxes removed by 1:00 PM.  
**Tuesday, November 6**  
8:00 AM - 6:00 PM  
*No exhibit set-up will be allowed on Wednesday morning, November 7, as In-Booth Sales Meetings begin at 8:00 AM Wednesday.* Please plan your schedule accordingly.
- **Show Hours:** . . . . . **Wednesday, November 7**  
11:00 AM – 5:00 PM  
Schedule a **Sales Meeting** to meet with your customers in a meeting room or in your booth. Sales Meetings can be scheduled anytime from 8:00 to 11:00 AM on Wednesday and Thursday, and 5:00 to 6:30 PM on Wednesday. *Please be familiar with the requirements to hold a meeting under “Sales Meetings”.*  
**Thursday, November 8**  
11:00 AM – 5:00 PM  
**Friday, November 9**  
9:00 AM – NOON  
Host “Happy Hour” in your booth from 3:30 to 5:00 PM on Wednesday and Thursday. Contact EDmarket for more information.  
**Wind the day down on the TCC Riverwalk Waterfront at EDfest** – the all-industry event on Thursday night. The sun traverses the sky giving way to a canopy of stars while music headlined by Manny Torres of American Idol fame performs and you enjoy dinner and drinks as you make personal connections with customers and colleagues!
- **Dismantle Hours:** . . . . . **Friday, November 9**  
NOON – 8:00 PM  
**Saturday, November 10**  
8:00 AM – NOON  
Everything must be dismantled, packed, and ready for removal from the Convention Center by NOON Saturday. Please be familiar with the “Exhibit Removal” instructions in the EDspaces General Information section included in the Exhibitor Service Manual.

<sup>1</sup>If you require additional time to set-up, contact Show Management at [exhibits@ed-spaces.com](mailto:exhibits@ed-spaces.com).

## SHIPPING INFORMATION for EDspaces 2018

**Warehouse Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
EDSPACES 2018  
C/O FREEMAN  
5113 W IDLEWILD AVE  
TAMPA, FL 33634

Freeman will accept crated, boxed or skidded materials beginning Friday, October 05, 2018, at the above address. Material arriving after October 29, 2018 will be received at the warehouse with an additional after deadline charge. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (407) 816-7900.

**Show Site Shipping Address:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
EDSPACES 2018  
C/O FREEMAN  
TAMPA CONVENTION CENTER  
333 S FRANKLIN ST  
TAMPA, FL 33602-5369

Freeman will receive shipments at the exhibit facility beginning Monday, November 05, 2018. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. If required, provide your carrier with this phone number: (407) 816-7900.

Please note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.

If you have any questions on the above, please contact Freeman Customer Service at:  
(407) 816-7900 or [FreemanOrlandoES@freeman.com](mailto:FreemanOrlandoES@freeman.com).

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**RECEIVING DATE BEGINS: OCTOBER 05, 2018**

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**DEADLINE DATE IS: OCTOBER 29, 2018**

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**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**TO:** \_\_\_\_\_

*EXHIBITOR NAME*

**C/O: FREEMAN**

**5113 W IDLEWILD AVE**

**TAMPA, FL 33634**

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**TAMPA, FL 33634**

**WAREHOUSE**

**WAREHOUSE**

**EVENT:** EDSPACES 2018

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**BOOTH NO:** \_\_\_\_\_ **NO.** \_\_\_\_\_ **OF** \_\_\_\_\_ **PCS**

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THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

**F R E E M A N**

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**R U S H**

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**DO NOT DELAY**

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**CANNOT DELIVER BEFORE NOVEMBER 05, 2018**

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TO: \_\_\_\_\_  
*EXHIBITOR NAME*

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*EXHIBITOR NAME*

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**SHOW SITE**

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EVENT: \_\_\_\_\_ **EDSPACES 2018**

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BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ PCS

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F R E E M A N

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**RUSH**

**RUSH**

**DO NOT DELAY**

**DO NOT DELAY**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

TO: \_\_\_\_\_  
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**HANGING OVERHEAD SIGN  
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Event EDSPACES 2018

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Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Booth No. \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ pcs.

Carrier \_\_\_\_\_

Carrier \_\_\_\_\_

F R E E M A N

F R E E M A N

**RUSH**

**RUSH**

**DO NOT DELAY**

**DO NOT DELAY**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

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Carrier \_\_\_\_\_