

QUICK FACTS



EVENT & VENUE

2024 CREOG & APGO Annual Meeting

February 28 - March 2, 2024
JW Marriott San Antonio Hill Country Resort & Spa
Nelson Wolff Ballroom A-C
San Antonio, TX



IMPORTANT DATES

Monday, January 29, 2024

ADVANCE SHIPMENT RECEIVING

First day warehouse will begin receiving advance shipments without surcharges.

Wednesday, January 31, 2024

ADVANCE ORDER DISCOUNT DEADLINE

All orders must be received with payment in full by this date to receive discounted pricing.

Wednesday, February 7, 2024

ADVANCE ORDER DEADLINE - CUSTOM GRAPHICS & CUSTOM TABLE THROWS

All orders must be received with payment in full by this date to guarantee production of the order for the show. These items will not be available to order after the deadline date.

Wednesday, February 21, 2024

ADVANCE SHIPMENT DEADLINE

Last day for advance shipments to arrive at warehouse without surcharges.



SCHEDULE (TIMES SUBJECT TO CHANGE)

Wednesday, February 28, 2024

8:00am - 5:00pm
8:00am - 4:00pm

REGISTRATION/EXHIBITOR CHECK-IN
EXHIBITOR MOVE-IN

*NOTE: Any display not in the process of being erected by 1:00pm on Wednesday, February 28, will be assigned labor to set up. Exhibitors will be responsible for all labor charges. There will be an additional fee charged to the exhibitor for any materials or empty cartons placed in aisles after the hall is cleared for final inspection at 4:00pm Wednesday, February 28.

Wednesday, February 28, 2024

5:00pm - 7:00pm

WELCOME RECEPTION IN EXHIBIT HALL (ALL BOOTHS MUST BE STAFFED)

Thursday, February 29, 2024

8:30am
9:30am - 3:00pm
9:45am - 10:20am
1:35pm - 2:10pm
3:00pm

HALL OPENS FOR EXHIBITOR SET-UP
EXHIBIT HALL HOURS (ALL BOOTHS MUST BE STAFFED)
REFRESHMENT BREAK IN EXHIBIT HALL
DESSERT BREAK IN EXHIBIT HALL
EXHIBIT HALL CLOSES

Friday, March 1, 2024

8:30am
9:30am - 2:00pm
10:00am - 10:30am
11:45am - 1:15pm
2:00pm

HALL OPENS FOR EXHIBITOR SET-UP
EXHIBIT HALL HOURS (ALL BOOTHS MUST BE STAFFED)
MORNING BREAK IN EXHIBIT HALL
LUNCH IN EXHIBIT HALL
EXHIBIT HALL CLOSES

Friday, March 1, 2024

2:00pm - 7:00pm

EXHIBITOR MOVE-OUT

Friday, March 1, 2024	7:00pm	OUTBOUND SHIPPING AGREEMENT DEADLINE All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.
Friday, March 1, 2024	6:00pm	CARRIER CHECK-IN DEADLINE
Friday, March 1, 2024	7:00pm	RE-ROUTE DEADLINE Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.



BOOTH EQUIPMENT

EACH 10'X10' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

8'H Black Backwall Drape
3'H Black Siderail Drape
1 - 6' Black Skirted Table
2 - Side Chairs
1 - Wastebasket
Standard Booth Identification Sign

CARPET

The Exhibit Hall is carpeted.



MATERIAL HANDLING

It is recommended to ship all exhibit materials to the advanced warehouse. Shipping to the warehouse will ensure that materials are in the booth space for exhibitor set up. The warehouse deadline date has been extended for receiving to **Wednesday, February 21, 2024**. The standard warehouse material handling charge will be honored for all shipments received by this date. Any shipments sent directly to the facility will be required to be handled by Alliance Nationwide Exposition Company. The prevailing warehouse material handling rate plus a 20% minimum surcharge will be added to all direct shipments.

ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #
2024 CREOG & APGO Annual Meeting
c/o Alliance Exposition / ABF / ArcBest Freight
4354 Director Dr
San Antonio, TX 78219

Warehouse receiving hours are Monday - Friday, 8:00am - 4:00pm (local time).

OUTBOUND PICK UP ADDRESS

Exhibiting Company Name/Booth #
2024 CREOG & APGO Annual Meeting
c/o Alliance Exposition
JW Marriott San Antonio Hill Country Resort & Spa
Nelson Wolff Ballroom A-C
23808 Resort Pkwy
San Antonio, TX 78261

Outbound shipments not consigned to ABF / ArcBest Freight, the Official Show Carrier, require a pick-up to be scheduled in advance by the exhibiting company with its designated carrier of choice.

For outbound carrier pick up, please schedule your carrier to pick up from the above Outbound Pick Up address between the hours of **2:00pm and 7:00pm on Friday, March 1, 2024** only. Carrier check-in deadline is **6:00pm on Friday, March 1, 2024**.

All exhibit materials must be removed from the exhibit hall by **7:00pm on Friday, March 1, 2024**.

For assistance, please contact Exhibitor Services at 888.528.2011 or ExhibitorAssistance@alliance-exposition.com.

As of August 2023, a 9.3% Fuel and Labor Surcharge will be added to all orders placed with Alliance Nationwide Exposition.