

## EXHIBITOR SCHEDULE

The Broadmoor | Exhibition located in the Bartolin Hall

### MOVE IN SCHEDULE

#### Sunday November 16, 2025

Freemans ONLY – Official Stand Builder

From 6:00 AM

Exhibitor Appointed Contractors (EAC's) ONLY (Booths 500sqft+)

1:00 PM – 5:00 PM

#### Monday November 17, 2025

Space Only Exhibitors

\*From 7:00am

Turnkey Stand Exhibitors

8:00 AM – 11:30 AM

*\*Freeman will not be onsite until 8:00 AM on Monday. Access to the loading dock will be unavailable until Freeman's arrival.*

### IMPORTANT MOVE IN NOTES:

- All direct deliveries to the venue must be properly addressed. For more venue delivery information [click here](#).
- The Broadmoor cannot offer storage facilities.
- Closed-toe shoes must be worn in the hall and on the Loading Dock.
- Loading Dock Rule: Exhibitors may handle handheld items only, carried by one person, with another remaining in the vehicle at the loading dock lot. No carts or material handling equipment are allowed. Time limit: 15 minutes. This will be strictly enforced.
- All materials, other than the exhibitors handled materials as described above, are chargeable as material handling and will be handled through our official show contractor, Freeman. For all storage and material handling enquiries, contact Freeman directly via their online portal.

### EXHIBITION VISITOR OPENING HOURS

#### Monday November 17, 2025

Opening Hours for Delegates

1:00 PM - 5:00 PM

#### Tuesday November 18, 2025

Opening Hours for Delegates including arrival tea and coffee\*

7:30 AM – 7:00 PM

*Networking Drinks (Located in the Exhibition Hall)*

5:30 PM – 7:00 PM

#### Wednesday November 19, 2025

Opening Hours for Delegates including arrival tea and coffee\*

7:30 AM – 5:30 PM

#### Thursday November 20, 2025

Opening Hours for Delegates including arrival tea and coffee\*

7:30 AM – 3:30 PM

*\*Exhibitors will have access to their exhibition space 1 hour prior to opening.*

## EXHIBITOR SCHEDULE

### MOVE-OUT SCHEDULE

#### Thursday November 20, 2025

Removal of Exhibitor material

3:30 PM - 5:00 PM

Dismantling of TURNKEY stands by Freeman

From approx 6:00 PM

#### Friday November 21, 2025

Exhibitor Appointed Contractors (EAC's) ONLY (Booths 500sqft+)

7:00 AM – 2:00 PM

*\* All material handling to be offsite by 12pm Friday November 21, 2025.*

### IMPORTANT MOVE OUT NOTES:

- Closed-toe shoes must be worn in the hall and on the Loading Dock.
- No access will be permitted via the loading dock roller doors during the operational hours of an event.
- All materials MUST be removed from Turnkey Stands by **5:00pm November 20, 2025**. All Turnkey Stands will be dismantled from 6:00 PM.
- For information on courier collections from the venue [click here](#). If you wish to use Freeman advanced shipping visit your Freeman online portal.
- Loading Dock Rule: Exhibitors may handle handheld items only, carried by one person, with another remaining in the vehicle at the loading dock lot. No carts or material handling equipment are allowed. Time limit: 15 minutes. This will be strictly enforced.
- Note that any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out from Freeman.
- Contractors must be **completely clear of the venue by 2.00pm** on **November 21, 2025**.