

General Information

LOCATION & DATES

Boston Convention & Expo Center
Halls A, B, C
415 Summer Street
Boston, MA 02210

Wednesday, September 7 to Friday, September 9, 2022

EXHIBITOR MOVE-IN

Tuesday, September 6 1:00 PM to 5:00 PM

NOTE: Overtime rates will be in effect after 4:30 PM for material handling and labor services. Sponsors will only be charged if these services are rendered.

SHOW HOURS

Wednesday, September 7	8:00 AM to 6:00 PM
Thursday, September 8	8:00 AM to 5:00 PM
Friday, September 9	8:00 AM to 3:30 PM

NOTE: Sponsors will have access to the show floor 30 minutes before exhibit hall doors open.

EXHIBITOR MOVE-OUT

Friday, September 9 4:00 PM to 8:00 PM

NOTE: Overtime rates will be in effect after 4:30 PM for material handling and labor services. Sponsors will only be charged if these services are rendered.

Outside carriers must be checked in by **Friday, September 9 at 6:00 PM** for all outbound shipments. Please see the Move-Out Information sheet in this Manual for more details.

GRAPHICS SUBMISSION DEADLINE

Friday, July 29, 2022

Contact Katie Clavette with AgencyEA at kclavette@agencyea.com for more information on submitting graphic files.

AV MONITOR ORDER DEADLINE

Monday, August 22, 2022

See Projection's AV Monitor order form for additional details.

General Information (cont.)

NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or exhibitorservices@hargroveinc.com



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

An Exhibitor Service Representative will also be available at show site to assist.

ADVANCE SHIPPING

Advance shipping begins **Wednesday, August 3** at **9:00 AM** and ends **Tuesday, August 30** at **4:00 PM**.

Advance shipping address:
(Your Company Name & Booth Number)
HUBSPOT - INBOUND 22
c/o Hargrove
TForce Freight
80 Concord Street
North Reading, MA 01864

Advance Warehouse Receiving Hours: Monday – Friday, 9:00 AM to 4:00 PM

DIRECT SHIPPING

Direct shipment receiving will begin on **Tuesday, September 6** at **12:00 PM**.

Direct shipping address:
(Your Company Name & Booth Number)
HUBSPOT - INBOUND 22
c/o Hargrove
Boston Convention & Expo Center
Halls A, B, C
415 Summer Street
Boston, MA 02210

NOTES:

- Shipping to the advance warehouse is strongly encouraged. Hargrove Shipping is recommended for outbound shipments at show's close.
- Shipments received outside of the published deadline dates for Advance and Direct shipment receiving will be subject to late-to-warehouse or off-target surcharges. Please review the Material Handling Estimate form for material handling rates and information. Additional information about material handling services can be found in the Material Handling Information and Hints section of this service kit.