

Location: Baltimore Convention Center - Baltimore, MD

Halls: E, Swing & F

Link to the online floor plan:

<https://www.expocad.com/host/fx/roc/25nfmt/exfx.html>

Exhibitor Installation:

Monday, March 24

8:00am - 5:00pm

Tuesday, March 25

8:00am - 10:00am

NOTE! Public passenger elevators and escalators may NOT be used to transport equipment and booth materials in rolling cases, on carts, etc. This means the Pratt Street Entrance will not be used for move in or move out. During move in/out, all Exhibitors and EACs will need to enter/exit the building through the Public Safety Office Entrance on Charles St. All bags, cartons, cases are subject to inspection. Detailed options for move in and move out will be published by the end of January.

All exhibits must be fully operational by 10:00am Tuesday, March 25. Installation work will NOT be permitted after 10:00 am without approval from Event Management.

POV/ Self Unloading:

Monday, March 24

8:00am - 4:00pm

Tuesday, March 25

8:00am - 10:00am

Registration Hours:

Monday, March 24

Exhibitors & fnPrime Members only

2:00pm - 5:00pm

Tuesday, March 25

7:30am - 5:00pm

Wednesday, March 26

7:30am - 5:00pm

Thursday, March 27

7:30am - 3:00pm

Conference Hours:

Tuesday, March 25

Breakout Sessions

8:30am - 11:20am

General Session

11:30am - 12:45pm

Opening Night Reception

5:15pm - 6:15pm

Wednesday, March 26

Solutions Roundtables

8:30am - 9:20am

Breakout Sessions

9:30am - 11:20am

Breakout Sessions

3:40pm - 5:30pm

Thursday, March 27

Breakout Sessions

8:30am - 10:20am

Breakout Sessions

1:40pm - 4:30pm

Expo Hours:

Tuesday, March 25

1:00pm - 5:00pm

Wednesday, March 26

11:30am - 3:30pm

Thursday, March 27

10:30am - 1:30pm

Exhibitor Dismantle:

Thursday, March 27
 POV/Self Loading
 Friday, March 28

1:31pm - 7:00pm
 1:31pm - 6:30pm
 8:00am - 10:00am

Removal of Exhibits:

Exhibitors will NOT be able to use the passenger elevators or escalators to remove freight (rolling cases, dollies, etc) on the move-out. The Pratt St. elevator & escalators (at the front of the hall) will be monitored and Exhibitors will be re-directed to go through public safety.

Review the move-out and dismantle notice for additional information on the return of empties and the POV operation. **All freight not called for by 8:00am Friday, March 28, will be shipped by a carrier selected by Freeman at the Exhibitor’s expense.**

Exhibit Space Rental Includes:

- In-line space will have black and white 8’back-wall and 3’black side rail drape
- Company Identification Sign
- Unlimited Exhibitor Badge Registrations
- Onsite Exhibitor Lounge
- 24 Hour Exhibit Hall Perimeter Security
- Post - Event Registrant Mailing List

NOTE: CARPET & ELECTRICAL SERVICES ARE NOT INCLUDED IN THE SPACE RENTAL

Aisle Carpet:

The Expo Hall is **NOT** carpeted. **EXHIBIT SPACES ARE REQUIRED TO HAVE CARPET OR SOME TYPE OF FLOOR COVERING.** You are allowed to bring your own or order from the official event contractor. If you need to use the concrete floor to demonstrate your product, please contact Event Management for approval.

NOTE- At 10am on Tuesday, March 25, any booths missing carpet and do not have an exception from show management, Freeman will install carpet in the booth at the exhibitor’s expense.

Aisles will be carpeted as follows:

- NFMT:** Tuxedo
- Energy & Smart Tech:** Midnight Blue
- Building Services:** Red Pepper
- Building Maintenance:** Gray

Check Your Exhibit Space Location:

The Exhibit floor plan is constantly changing based on sales activity, changes in exhibit space size, etc., so you are encouraged to occasionally review the plan. It is the Exhibitors responsibility to monitor the on-line floor plan. If an exhibit space location opens that you would prefer, or if a competitor has chosen a location near you, please contact your Exhibitor Account Executive.

Companies A,B,H,V & numeric
Debbie Hanamann
National Account Manager
 Phone: 414-368-6903
 debbie.hanamann@tradeexpress.com

Companies C-G & I-M
Laurie Vega
Facilities Group Publisher
 Phone: 414-368-6885
 laurie.vega@tradeexpress.com

Companies N-U & W-Z
Ashley Clark
Event Sales Director
 Phone: 414-368-6853
 ashley.clark@tradeexpress.com