

Welcome Exhibitors!

We look forward to hosting you at ITEX 2020! Here is logistical information to guide you through the set-up process. We urge you to order items soon to avoid any late fees.

1. If you have not received your unique code to register your staff and hotel, please send an email to [marketing@itexshow.com](mailto:marketing@itexshow.com). Once you receive your code, **register your badges and hotel**. [Click here to begin registering](#)

**BEWARE OF UNAUTHORIZED HOTEL RESERVATION SOLICITATIONS. The Gaylord Palms Resort and Convention Center is the only hotel provider endorsed by ITEX 2020. If you are contacted by third-party companies offering hotel assistance, please be aware they are not endorsed by our event. Entering into financial agreements with these companies can have costly consequences and are not protected by event management.**

2. **Set-up time: April 13<sup>th</sup> 1:00 p.m. to 11:59 p.m. and April 14<sup>th</sup> 6:00 a.m. to 9:30 a.m.** at the Gaylord Palms Convention Center
3. **Inbound and Outbound shipment instructions:** Detailed instructions and addresses are noted in the Exhibitor Kit on pages 1 and 2, and 23 – 31. **In brief:**

All **ADVANCE** air and ground shipments should arrive at the advance warehouse between March 9, 2020 and April 6, 2020 and should be consigned as follows:

ITEX 2020  
COMPANY NAME & BOOTH #  
Levy Exposition Services, Inc  
c/o Liberty CFS NV  
3315 Maggie Blvd., Ste 300  
Orlando, FL 32811

**DIRECT** shipments should not arrive prior to 1:00 p.m. Monday, April 13, 2020 and should be consigned as follows:

ITEX 2020  
COMPANY NAME & BOOTH #  
Gaylord Palms Resort & Convention Center  
c/o Levy Exposition Services, Inc.  
3208 Gaylord Way  
Kissimmee, FL 34746

**All exhibitor materials MUST be removed from the exhibit facility by 5:00 p.m. on Wednesday, April 15, 2020. To ensure that all exhibitor materials are removed by this time, please have your carrier check-in no later than 3:00 p.m. on April 15<sup>th</sup>.**

For small package shipments, please go to [Gaylord Palms FedEx Office Print and Ship Center](#).

4. **Booth Set-Up:** If you purchased a ready-to-exhibit (RTE) booth package, your booth will include one 6' table, two chairs, a wastebasket, a company sign, and back wall/side drapes with pipe. If you have not purchased an RTE, you may need to order furniture through the show contractor. **Please refer to the Exhibitor Kit.** The hall is carpeted, but if you want to order overlay carpet you may do so through the show decorator, Levy Exposition Services. **In order to receive the discount rates listed on the contractor's order forms, your PAID order must be received 14 days prior to the event or be subject to a 20% late fee.**
5. **Expo Services:** Gaylord Palms Resort can provide your booth 1) food & beverage 2) electrical 3) booth cleaning 4) internet & telecommunications 5) audiovisual, rigging, & truss 6) floral. To order online, go to [Gaylord Palms Online Ordering](#).
6. **Other Items to consider:**
  - Internet – 10MB of Wi-Fi internet is included as part of your resort fee. If you need to upgrade the speed, you can do so through Gaylord Palms Exhibitor Services at [Gaylord Palms Online Ordering](#). If you need a dedicated internet drop, please contact **Jennifer Linkugel** at 407-586-2217 or [jlinkugel@gaylordhotels.com](mailto:jlinkugel@gaylordhotels.com).
  - Power – Power is not included with your booth package. Please order through Gaylord Palm's Exhibitor Services at [Gaylord Palms Online Ordering](#).
  - To order additional furniture or carpet, please see the Levy Exposition Services Exhibitor Kit.
  - To order lead retrieval equipment services provided by **American Tradeshow Services (ATS)**, please see the Exhibitor Kit for information and order form.

**ITEX Personnel who may contact you includes:**

**Belinda McDonald** – Tradeshow Coordinator  
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954-903-7900 ext. 207  
Contact while in Orlando: 954-309-8991

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If you have any questions, please send them to [marketing@itexshow.com](mailto:marketing@itexshow.com) for a prompt reply.