



GILBERT EXPOSITION MANAGEMENT SERVICES

"...A Cut Above The Rest!"

GEMS IS THE GENERAL CONTRACTOR FOR THE
2020 ACADEMIC SURGICAL CONGRESS

LISA MAAG IS THE PROJECT MANAGER

Lisa@gemsevents.com

9468 American Eagle Way, Suite 100

Orlando, FL 32837

407-438-5002 x 117

You will be receiving an online invite for our services from orders@gemsevents.com



GEMS is proud to be your Exposition Management team for **2020 ASC**. The following are important dates and information to keep at hand:

Official General Contractor

GEMS - Gilbert Exposition Management Services
9468 American Eagle Way, Suite 100, Orlando, FL 32837
Phone: (407) 438-5002 Fax: (407) 852-0286

Show Information:

Back-wall Drape: **GREEN**
Hall Carpeted: **YES/MULTI**
Booth Size: **8 X 10**
Booth Includes: Pipe and drape (1) Skirted table, (2) Chairs,
(1) Wastebasket and (1) ID sign provided

Important Dates

MONDAY	JANUARY 6, 2020	Shipments may start arriving at the GEMS warehouse
FRIDAY	JANUARY 17, 2020	DISCOUNT DEADLINE GEMS ORDERS WITH PAYMENT
FRIDAY	JANUARY 31, 2020	Last day for shipments to arrive at GEMS warehouse without surcharges

- GEMS Logistics will be available for all your shipping needs prior to and at the event.
- Please inform your drivers to be checked in at the loading area by **3:30 PM FEBRUARY 6, 2020**.
- Freight not picked up by **4:30 PM FEBRUARY 6, 2020** will be redirected.
- All Exhibit Materials must be off the show floor by **4:30 PM**.
- Stop by the GEMS Desk during move-out and get an out bound bill of lading.

After the Show:

Feel free to contact GEMS throughout the year for assistance with any trade shows, Special Events, exhibit rentals, installation and dismantle labor, or material storage.

We look forward to serving you in the future!

A GEMS Project Manager is specifically assigned to this event in order to help you with all of your booth needs.

Please do not hesitate to contact your Project Manager with any questions.

GEMS wants your event to shine!

Your Project Manager is: **LISA** Phone: (407) 438-5002 Fax: (407) 852-0266 EMAIL: Lisa@gemsevents.com

**2020 ACADEMIC SURGICAL CONGRESS
FEBRUARY 3-6, 2020
HILTON ORLANDO BUENA VISTA PALACE**

SHOW HOURS

EXHIBITOR MOVE IN

MONDAY FEBRUARY 3, 2020 1:00 PM—6:00 PM

SHOW HOURS

TUESDAY FEBRUARY 4, 2020 9:30 AM—7:30 PM

WEDNESDAY FEBRUARY 5, 2020 9:30 AM—3:00 PM

THURSDAY FEBRUARY 6, 2020 9:00 AM—1:30 PM

EXHIBITOR MOVE OUT

THURSDAY FEBRUARY 6, 2020 1:30 PM—4:30 PM

ALL EXHIBIT MATERIAL MUST BE OFF THE FLOOR BY 4:0 PM THURSDAY FEBRUARY 6, 2020.

It is the exhibitor's responsibility to arrange outbound shipments with their designated carrier (if other than show carrier). Schedule your carrier to pick up your freight, directly from the exhibit hall, not later than the forced time above.

At the close of the show, each exhibitor must fill out a **bill of lading** and hand in to the onsite service desk. Outbound shipping forms will be available at the service desk. Should the exhibitor fail to provide outbound shipping paperwork and it is not turned into the service desk, a labor charge will be added to the exhibitor's final invoice.

Any shipment left in a booth for which no disposition is provided, or if requested carrier fails to pick up or refused to take shipment, GEMS reserves the right to re-route shipment using the show carrier or return material to our warehouse at the exhibitor's expense.



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Name, Title Lisa Maag E-mail: lisa@gemsevents.com
9468 AMERICAN EAGLE WAY, SUITE 100 Phone: (407) 438-5002
Orlando, Florida 32837 Fax: (407) 852-0286

DISCOUNT DEADLINE

JANUARY 17, 2020