

General Information

LOCATION & DATES

Kansas City Convention Center
Halls C - E
301 West 13th Street
Kansas City, MO 64105

Sunday, February 25 to Tuesday, February 27

EXHIBITOR MOVE-IN

Early Move-In for large machines/equipment by appointment only –

To request an appointment, submit the enclosed Early Move-In Request and Freight Plan Questionnaire.

Thursday, February 22 8:00 AM to 4:00 PM

Friday, February 23 8:00 AM to 4:00 PM

All Exhibitors

Saturday, February 24 7:00 AM to 5:00 PM

Sunday, February 25 6:30 AM to 9:45 AM – Limited loading dock access

NOTES:

- All day Saturday and Sunday, overtime rates will be in effect.
- A “large machine/equipment” is any machine that requires ground unloading off of a flatbed or lowboy, or a machine that warrants additional room to unload.

SHOW HOURS

Sunday, February 25 11:15 AM to 6:00 PM

Monday, February 26 10:00 AM to 3:00 PM

Tuesday, February 27 10:00 AM to 1:45 PM

EXHIBITOR MOVE-OUT

Tuesday, February 27 1:45 PM to 7:00 PM

Wednesday, February 28 8:00 AM to 12:00 Noon

NOTE: Booth teardown will not be permitted prior to 1:45 PM on Tuesday, February 27. After 4:30 PM, overtime rates will be in effect

Outside carriers must be checked in by **Tuesday, February 27** at **6:00 PM**, or by **Wednesday, February 28** at **10:00 AM** for all remaining outbound shipments. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth includes the following standard equipment:

8' High Draped Backwall – Colors: **Blue & White**

3' High Draped Siderails – Color: **Blue**

1 – 7" x 44" Identification Sign with Company Name & Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Bluejay**

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Tuesday, January 30, 2024 - RENTAL BOOTH & ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by the deadline date.

Tuesday, February 6, 2024 - RENTAL BOOTH ART SUBMISSION DEADLINE

Tuesday, February 13, 2024 - CARPET & ONLINE ORDERING DEADLINE

Orders after this date must be placed via phone or email and are subject to availability.

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

ADVANCE SHIPPING

Advance shipping begins **Friday, January 19** at **8:00 AM** and ends **Friday, February 16** at **4:30 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

GEAPS Exchange 2024

c/o Hargrove

TForce Freight c/o Crane

10241 NW Transcon Drive

Kansas City, MO 64153

DIRECT SHIPPING

Direct shipments will be accepted on **Thursday, February 22** and **Friday, February 23** for large machines/equipment **by appointment only**. Any other shipments received before Saturday will incur an Off-Target surcharge. Direct Shipping will begin on **Saturday, February 24 at 7:00 AM** for all others.

Direct shipping address:

(Your Company Name & Booth Number)

GEAPS Exchange 2024

c/o Hargrove

Kansas City Convention Center

Halls C - E

460 W. 16th St.

Kansas City, MO 64105

NOTE:

- **Advance shipments will be moved to show site on overtime and an additional 50% surcharge will apply. Direct shipments received at show site on Saturday and Sunday or Monday through Friday before 8:00 AM or after 4:30 PM will also be handled on overtime and an additional 50% surcharge will apply.** See the enclosed Material Handling Estimate form for applicable rates.