



QUICK FACTS



EVENT & VENUE

Dykema DSO Conference 2022
July 13 - 15, 2022
Gaylord Rockies Resort & Convention Center
Adams Ballroom Prefunction Space
Aurora, CO



IMPORTANT DATES

- Monday, June 13, 2022**
ADVANCE SHIPMENT RECEIVING
First day warehouse will begin receiving advance shipments without surcharges.
- Wednesday, June 15, 2022**
ADVANCE ORDER DISCOUNT DEADLINE
All orders must be received with payment in full by this date to receive discounted pricing.
- Wednesday, June 22, 2022**
ADVANCE ORDER DEADLINE - RENTAL EXHIBITS & CUSTOM TABLE THROWS
All orders must be received with payment in full by this date to guarantee production of the order for the show. These items will not be available to order after the deadline date.
- Thursday, July 7, 2022**
ADVANCE SHIPMENT DEADLINE
Last day for advance shipments to arrive at warehouse without surcharges.



SCHEDULE

Wednesday, July 13, 2022	1:00pm - 5:00pm	<u>EXHIBITOR MOVE-IN</u>
Wednesday, July 13, 2022	6:00pm - 7:00pm	<u>SHOW HOURS</u> RECEPTION
Thursday July 14, 2022	8:00am - 9:00am 10:30am - 11:00am 12:30pm - 2:00pm 3:30pm - 4:00pm	BREAKFAST & NETWORKING BREAK & NETWORKING LUNCH & NETWORKING BREAK & NETWORKING
Friday, July 15, 2022	8:00am - 9:00am 10:30am - 11:00am	BREAKFAST & NETWORKING BREAK & NETWORKING



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Friday, July 15, 2022	8:00am - 9:00pm 10:30am - 11:00am	BREAKFAST & NETWORKING BREAK & NETWORKING
Friday, July 15, 2022	1:00pm - 4:00pm	<u>EXHIBITOR MOVE-OUT</u>
Friday, July 15, 2022	4:00pm	<u>OUTBOUND SHIPPING AGREEMENT DEADLINE</u> All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.
Friday, July 15, 2022	3:00pm	<u>CARRIER CHECK-IN DEADLINE</u>
Friday, July 15, 2022	4:00pm	<u>RE-ROUTE DEADLINE</u> Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.



BOOTH EQUIPMENT

EACH 8' x 8' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

- 8'H Black Backwall Drape
- 3'H Black Siderail Drape
- 1 - 6' Black Skirted Table
- 2 - Side Chairs
- 1 - Wastebasket
- Standard Booth Identification Sign

CARPET

The Exhibit Hall is carpeted.



QUICK FACTS



MATERIAL HANDLING

ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #
Dykema DSO Conference 2022
c/o CSD / Alliance Exposition / YRC
14700 Smith Rd
Aurora, CO 80011

Advance shipments should arrive between **Monday, June 13, 2022** and **Thursday, July 7, 2022**.

All shipments received outside these dates will be subject to a late fee.

Shipments that arrive at the warehouse after **Thursday, July 7, 2022** cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight.

Please view rates and **pre-order Material Handling service prior to shipping.**

Print **Advance Warehouse Shipping Labels** by clicking on the **Shipping** link in the left hand menu.

DIRECT TO SHOWSITE SHIPMENTS

Exhibiting Company Name/Booth #
Dykema DSO Conference 2022
c/o CSD / Alliance Exposition
Gaylord Rockies Resort & Convention Center
Adams Ballroom Prefunction Space
6700 North Gaylord Rockies Blvd
Aurora, CO 80019

Direct shipments will be accepted on **Wednesday, July 13, 2022**. Receiving will take place during exhibitor move-in hours.

Please view rates and **pre-order Material Handling service prior to shipping. Freight shipped to the Gaylord Rockies may include facility charges as well.**

Print **Direct to Showsite Shipping Labels** by clicking on the **Shipping** link in the left hand menu.

For assistance, please contact Exhibitor Services at 888.528.2011 or exhibitorservices@csdexpo.com.