



*Gems*

GILBERT EXPOSITION MANAGEMENT SERVICES

*"...A Cut Above The Rest!"*

GEMS IS THE GENERAL CONTRACTOR FOR THE  
2021 AIA

LISA MAAG IS THE PROJECT MANAGER

[Lisa@gemsevents.com](mailto:Lisa@gemsevents.com)

11580 Ryland Court

Orlando, FL 32824

407-438-5002 x 117

You will be receiving an online invite for services  
from [orders@gemsevents.com](mailto:orders@gemsevents.com)

# 2021 FLORIDA AMERICAN INSTITUTE OF ARCHITECTS

**JULY 16.2021**

## **HILTON ORLANDO BONNET CREEK**

GEMS is proud to be your Exposition Management team for **2021 AIA**. The following are important dates and information to keep at hand:

**Official General Contractor and Advance Warehouse**

GEMS - Gilbert Exposition Management Services  
11580 RYLAND COURT, ORLANDO, FL 32824  
Phone: (407) 438-5002 Fax: (407) 852-0286

**Show Information:**

Back-wall Drape: **RED/WHITE**  
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

<b>MONDAY</b>	<b>JUNE 21, 2021</b>	Shipments may start arriving at the GEMS warehouse
<b>FRIDAY</b>	<b>July 2, 2021</b>	<b>DISCOUNT DEADLINE GEMS ORDERS WITH PAYMENT</b>
<b>WEDNESDAY</b>	<b>JULY 14, 2021</b>	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 **6:30 PM JULY 16, 2021**.
- Freight not picked up by **8:00 PM JULY 16, 2021** will be redirected.
- All Exhibit Materials must be off the show floor by **8:00PM**.
- 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](mailto:Lisa@gemsevents.com)

**2021 FLORIDA AMERICAN INSTITUTE OF ARCHITECTS  
HILTON BONNET CREEK  
ORLANDO, FL**

## **SHOW HOURS**

### **EXHIBITOR MOVE IN**

FRIDAY JULY 16, 2021

8:00 AM—1:00 PM

### **SHOW HOURS**

FRIDAY JULY 16, 2021

1:00 PM—6:30 PM

### **EXHIBITOR MOVE OUT**

FRIDAY JULY 16, 2021

6:30 PM—8:00 PM

**ALL EXHIBIT MATERIAL MUST BE OFF THE FLOOR BY 8:00 PM FRIDAY JULY 16, 2021.**

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](mailto:lisa@gemsevents.com)  
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Orlando, Florida 32824 Fax: (407) 852-0286

**DISCOUNT DEADLINE**

**JULY 2, 2021**