

AIA Florida Trade Show: *Picnic in the Park!*

Friday, July 28 | 3:00 PM – 6:30 PM
Naples Grande Beach Resort, Naples, Fla
Royal Palm Ballroom



Who doesn't love a good picnic?! The great outdoors...the baskets...the ants...the wine. Wait, not all picnics have wine? Ours does, along with air conditioning, lots of great food, beverages and prize giveaways for attendees! Don your best picnic attire and get ready to share a sandwich with architects from around Florida. Attendees will be excited to see your latest and greatest marvels to assist them in their design process.

Prizes will be drawn at the stage beginning at 6:15 PM.

BOOTHS will consist of: Pipe and drape décor, (1) 6ft. table, 2 chairs, ID sign and trash can. Please try to have a give-away prize for attendees. Attendees will participate in trade show game to win prizes. Attendees must submit their completed cards in the raffle box by 6:00 PM to be eligible. Names will then be drawn and prizes given from 6:15-6:30 PM in the Ballroom. Attendees must be present to win. **Exhibitors: Prizes must be submitted in advance to AIA Florida via the Exhibitor Info Sheet. No prizes from the floor will be accepted.**

EXHIBIT HALL HOURS for Friday, July 28

Exhibitor Set-up:	10:00 a.m. – 2:30 p.m.
Show Hours:	3:00 p.m. – 6:30 p.m.

Note: All carriers (trucking companies) must check in no later than 9:00 p.m. on July 28 for freight pickup.

EXHIBIT COMPANY INFORMATION Gilbert Exposition Management Services (GEMS) will be the contracted expo company. You will receive information from GEMS regarding Exhibitor Kits. Please take note of the **shipping information in the Exhibitor Kit.** This details the rate classifications and weight restrictions for materials in the show. GEMS will communicate directly with all exhibitors regarding large displays and materials. *AIA Florida will not be responsible for additional charges of oversized displays per the AIA Florida 2017 Exhibitor Agreement.*

DEADLINES

Freight Shipments can be sent to warehouse:	June 28
Accessories Order Deadline (discount price):	July 14
Furniture Order Deadline (discount price):	July 14
Freight to warehouse Shipment Deadline:	July 21
Earliest date for arrival at Hotel Site:	July 27

You must order electricity if you need it. To plug in any electronic equipment will require electricity to be dropped in the ballroom. Order through GEMS. See website for the form.

Address for Advance Freight:
GEMS Warehouse
Company Name & Booth #
2016 AIA
895 Central Florida Pkwy
Orlando, FL 32824