

# ACE Exhibitor Checklist & Important Info...

Check out our website for registration, hotel reservations, show details, and so much more.

Contact [Beth Bowen](#) or [Michelle Thomsen](#) with any questions.

- Final **booth PAYMENT** is due **August 31, 2022**
- Updates to your **ATTENDEE LIST**? Email registrant names to [michelle@atlanticcoastexpo.com](mailto:michelle@atlanticcoastexpo.com). Indicate whether attendees are Exhibitors, Guests, or Minors. (Two complimentary registrations per booth. Additional Exhibitors & Guests \$25, Minors \$10).
- Complete the [EXHIBITOR KIT](#)
- Make [Hotel Reservations](#) - **Deadline September 12th**
- Review [ACE SHOW SCHEDULE](#)
- **MOVE-IN schedule:** 3pm-9pm on 10/13 and 8-11:30am on 10/14
- Remember to **DECORATE your booth** using our '2022 Spooktacular' theme. There are prizes, people!
- Sign Up for the [ACE Golf Tournament](#)
- **FOOD BANK donations:** Deliver product to the show office between 1pm – 4pm on Saturday, Oct. 15 OR mark with ACE FB stickers (handed out by ACE staff) and left on the show floor.
- **PERISHABLES** that you don't want to ship back? Deliver them to the ACE office after the show and we'll have them available at the Cornhole Tournament (2-5pm on Saturday)

# Exhibitor Kit Details

## CTD most commonly ordered items are:

*Tables, Chairs, Electrical Drops, Trash Cans, Freight Service, Cleaning*  
Exhibitors may order these items and more by filling out and returning the forms enclosed in the Exhibitor's Kit.  
Please note that the exhibit floor is carpeted so additional carpet/padding may not be necessary.

## EXHIBITOR KIT

### **\*PLEASE NOTE ADVANCE WAREHOUSE ADDRESS\***

**CTD/ACE 2022**  
C/O UPS Freight  
200 Dunbarton Drive  
Florence, SC 29501

#### **Discounted Furniture Deadline**

Friday, September 23, 2022

#### **First Day for Advance Shipping**

Saturday, September 3, 2022

#### **Advance Shipping Deadline**

Monday, October 10, 2022

#### **First Day for On-Site Shipping**

Thursday, October 13, 2022

#### **Refrigerated Storage**

Thursday, October 13, 2022 at 1:00 pm

#### **Carrier Check-In Deadline**

Saturday, October 15, 2022 at 7:00 pm

Please contact Kellie at Carolina Tradeshow Decorators with any questions by

**phone: (704) 366-9970**

**or email: [kstefano@carolinatd.com](mailto:kstefano@carolinatd.com)**

#### **Exhibitor Move-In Hours**

Thursday, October 13, 2022 from 3:00 pm - 9:00 pm

Friday, October 14, 2022 from 8:00 am - 11:30am

**NEW Exhibitor Hours**

Friday, October 14, 2022 from 12:30 pm - 5:30 pm  
Saturday, October 15, 2022 from 10:00 am - 1:00 pm

**Exhibitor Dismantle**

Saturday, October 15, 2022 from 1:00 pm - 8:00 pm

ACE 2022 show closes at 1:00 pm on Saturday, October 15, 2022. **Early dismantling before 1:00 pm will result in a \$1,000 fine.** All exhibits must be packed and ready for shipment from the exhibit hall no later than 8:00 pm on October 15, 2022.