

## General Information

### LOCATION & DATES

Maryland State Fairgrounds  
Cow Palace  
2200 York Road  
Timonium, MD 21093

Wednesday, September 23, 2020

### EXHIBITOR MOVE-IN

Monday, September 21	4:00 PM to 8:00 PM – Island Booths Only - See "Show Week Schedule" for details
Tuesday, September 22	7:00 AM to 5:00 PM – See "Show Week Schedule" for Move-In times
	5:00 PM to 8:00 PM – Special Move-In Requests Only
Wednesday, September 23	8:00 AM to 9:00 AM

NOTE: After 4:30 PM and before 8:00 AM, overtime rates are in effect. See "Shipping & Deliveries Unloading" for information regarding on-site unloading of exhibit materials.

### SHOW HOURS

Wednesday, September 23 10:00 AM to 5:00 PM

### EXHIBITOR MOVE-OUT

Wednesday, September 23	5:00 PM to 7:00 PM- Small Items Only
Thursday, September 24	8:00 AM to 11:00 AM

NOTE: After 4:30 PM, overtime rates will be in effect.

Outside carriers must be checked in by **Thursday, September 24 at 10:00 AM**. 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 <b>Backwall</b> – Color:	<b>Black</b>
3' High Draped <b>Siderails</b> – Color:	<b>Black</b>
1 - 6' Draped <b>Table</b> - Color:	<b>Black</b>
1 - 500 Watt <b>Electrical Outlet</b>	
1 - 7" x 44" <b>Identification Sign</b> with Company Name & Booth Number	

#### NOTES:

- The aisles will be carpeted. Aisle Carpet Color: **Tuxedo** (Black & Grey speckled)
- Per Show Management, exhibitors must cover the exposed floor in their booths at their own expense; carpeting may be ordered through Hargrove. If you are providing your own covering, indicate such on the Carpet order form.

## General Information (cont.)

### HARGROVE ADVANCE ORDER DEADLINE

Friday, September 4, 2020

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

### NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or [exhibitorservices@hargroveinc.com](mailto:exhibitorservices@hargroveinc.com)



HARGROVE SHIPPING // [Request a Quote](#) // 301.306.4620 or [shipping@hargroveinc.com](mailto:shipping@hargroveinc.com)

### ADVANCE SHIPPING

Advance shipping begins **Wednesday, August 19** at 8:00 AM and ends **Tuesday, September 15** at 3:00 PM.

Advance shipping address:  
(Your Company Name & Booth Number)  
Builder Mart 2020  
c/o Hargrove  
UPS Freight Elkridge  
6571 Washington Boulevard  
Elkridge, MD 21075

Advance Warehouse Receiving Hours: Monday – Friday, 8:00 AM to 3:00 PM

See “Builder Mart 2020 Shipping & Deliveries Unloading” for information regarding shipping and the on-site unloading of exhibit materials.

### DIRECT SHIPPING

Direct shipping will begin on **Monday, September 21** at 8:00 AM.

NOTE: Direct shipments received after 4:30 PM will be handled on overtime and an additional overtime surcharge will apply.

Direct shipping address:  
(Your Company Name & Booth Number)  
Builder Mart 2020  
c/o Hargrove  
Maryland State Fairgrounds  
Cow Palace  
2200 York Road  
Timonium, MD 21093