

Southeastern Pennsylvania Orchid Society

International Orchid Show and Sale

SET-UP

TIME: 9:00 AM - 7:00PM Thursday April 4. We also have access to the Expo Center Wednesday afternoon. Please advise if you wish to take advantage of an earlier start time.

WHAT TO EXPECT: "Hall E" is one large (12,700 sq. ft.) space with its own rest rooms. The sales area will be in the center of the room with exhibits around the perimeter. The ceiling is very high and the floor is smooth, sealed concrete. There are no steps anywhere on the property. With everything so concentrated, walking will be minimal.

LOADING-IN: When first arriving at the Expo Center, please go to the left side of the building and locate the door marked "HALL E" ... you may park in any of the designated spaces near the door. Enter the building, announce your arrival, locate your space and prepare to unload. Only then may you pull your vehicle(s) right up to the door. Carts and assistance will be available to facilitate unloading. Please move your vehicle(s) back to a designated parking space as soon as it/they are unloaded in order to make room for the next participant.

SALES AREA: In addition to the front footage reserved, each vendor will have their own "back table". Vendor spaces will be labeled with green and white signs ... *please do not remove or alter or deface these signs.*

DISPLAY AREA: Display areas will be marked with your pre-assigned exhibit number. During set-up, please try to keep main aisles clear and make use of trash receptacles which will be strategically located throughout.

LUNCH: All participants will be provided with a box lunch which will be available in the exhibit hall from 11:30 AM to 1:30 PM.

PLANT REGISTRATION: Registration procedures will be forwarded under separate cover. The registration desk is located in a small "office" near the rest rooms in the left, rear corner of the exhibit hall.

TEAR-DOWN: Tear-down begins at 5:00 PM on Sunday. *Please do not move any vehicles to the door unless/until you have completely packed your materials and are ready for final departure.*

TRASH: Please accumulate all trash and place it in/near the receptacles provided.