



## CONVENTION CENTER RULES & REGULATIONS

Gaylord Palms Resort & Convention Center

6000 W Osceola Pkwy, Kissimmee, FL 34746

**Exhibit Hall Badge Pickup:** Gaylord Palms Resort & Convention Center Level 2 of the hotel, beginning at 9am on Sunday. Security will not allow you on the Show floor without a badge.

**Hotel Parking Lot:** This lot will be available Saturday October 21 thru Sunday October 22 for move in. If you need to arrive earlier, please contact [Jess@chauffeurdriven.com](mailto:Jess@chauffeurdriven.com).

**Food and Beverage:** For food and beverage services in your booth, please contact to [gpexhibits@gaylordhotels.com](mailto:gpexhibits@gaylordhotels.com)

Please note that per our contract agreement and for liability reasons, Gaylord Palms Resort & Convention Center is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre- packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to [gpexhibits@gaylordhotels.com](mailto:gpexhibits@gaylordhotels.com)

**SHIPPING:** Materials should be shipped to ARRIVE at our warehouse no later than: Monday, October 16, 2023. Any shipments received more than 30-days prior to the move-in or after the deadline will incur additional charges. Please refer to the Material Handling Order Form for more details.

### ADVANCE WAREHOUSE:

CD/NLA Show

Exhibiting Company Name / Booth Number

c/o AEX Services / Texas XPO

3732 Bryn Mawr

Orlando, FL 32808

Warehouse Hours (Monday - Friday): 9:00 AM - 3:00 PM

### DIRECT TO FACILITY:

Gaylord Palms Resort & Convention Center

CD/NLA Show

Exhibiting Company Name / Booth Number

c/o AEX Services / Texas XPO

6000 W Osceola Pkwy

Kissimmee, FL 34746



Shipments will be received at the exhibit facility ONLY on: Sunday, October 22, 2023 between 8:00 AM - 8:00 PM

Exhibit Structures: Exhibit structures should be made of fireproof/flammable-retardant or treated materials not given to flammability. Expanded foam materials should be fire retardant. Structurally, any "built-up" (or double-decker) booth should have the stamp of a qualified structural engineer attesting to its construction standards. Building Permit from the Kissimmee Fire Department.

At no time are exhibitors allowed to bring helium balloons into the facility. Helium tanks cannot be brought into the facility. All air and gasses must be ordered through your Event Services Manager