

General Information

LOCATION & DATES

San Jose McEnery Convention Center
Halls 1 & 2
* 150 W San Carlos Street *
San Jose, CA 95113
USA

Tuesday, 8 May to Thursday, 10 May 2012

* This is NOT the address to use for direct shipments. Do NOT send show materials to this address.

EXHIBITOR MOVE-IN

Sunday, 6 May 08:00 to 17:00
Monday, 7 May 08:00 to 16:00

NOTE: Please refer to the Material Handling Estimate and Labor Order forms for applicable straight-time, overtime and double-time days and hours, and the corresponding rates.

SHOW HOURS

Tuesday, 8 May 10:00 to 17:00
Wednesday, 9 May 10:00 to 17:00
Thursday, 10 May 10:00 to 15:00

EXHIBITOR MOVE-OUT

Thursday, 10 May 15:01 to 20:00
Friday, 11 May 08:00 to 16:00

NOTE: Please refer to the Material Handling Estimate and Labor Order forms for applicable straight-time, overtime and double-time days and hours, and the corresponding rates.

Outside carriers must be checked in **by 19:00** for shipments going out **on Thursday, 10 May**, or **by 12:00** for shipments going out **on Friday, 11 May**. Please see Move-Out Information for more details.

STANDARD BOOTH EQUIPMENT

Each **10' x 10'** booth includes the following standard equipment:

8' High Draped **Backwall** – Color: **Blue & White**
3' High Draped **Siderails** – Color: **Blue**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

The aisles will be carpeted. Aisle Carpet Color: **Blue**

NOTE: Exhibitors must carpet their booth spaces at their own expense.

General Information (cont.)

HARGROVE ADVANCE ORDER DEADLINE

Hargrove's advance prices apply to orders received with payment by:
Friday, 6 April 2012



Questions? Hargrove's CLEO Exhibitor Help Line: +1 301.731.2505, or exhibitorservices@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Monday, 2 April** at **08:00** and ends **Tuesday, 1 May** at **16:00**.

Advance shipping address:
(Your Company Name & Booth Number)
CLEO: 2012
c/o Hargrove
YRC
201 Haskins Way
South San Francisco, CA 94080
USA

NOTE: Advance shipments will be moved to and direct shipments received on Sunday, 6 May handled at show site on overtime. Refer to the Material Handling Estimate form for applicable rates and budget accordingly.

DIRECT SHIPPING

Direct shipping will begin on **Sunday, 6 May** at **08:00**. Please note the address below for direct shipments.

Direct shipping address:
(Your Company Name & Booth Number)
CLEO: 2012
c/o Hargrove
San Jose McEnery Convention Center
Halls 1 & 2
410 Almaden Boulevard
San Jose, CA 95110
USA