



GENERAL INFORMATION

OLYMPIA WEEKEND 2023

November 3 - 4, 2023

LOCATION

Orange County Convention Center - West Concourse
West Hall (A4 & B1 - B4)
9800 International Drive
Orlando, FL 32819

EXHIBITOR MOVE-IN

Wednesday, November 1	10:00 a.m. - 5:00 p.m. (Exit show floor by 5:00 p.m.)
Thursday, November 2	8:00 a.m. - 5:00 p.m. (Show ready by 5:00 p.m.)

SHOW HOURS

Friday, November 3	9:00 a.m. - 5:00 p.m. (VIP Members Only)
Friday, November 3	10:00 a.m. - 5:00 p.m. (General Public)
Saturday, November 4	9:00 a.m. - 5:00 p.m. (VIP Members Only)
Saturday, November 4	10:00 a.m. - 5:00 p.m. (General Public)

EXHIBITOR MOVE-OUT

Saturday, November 4	5:00 p.m. - 10:00 p.m. (All out by 10:00 p.m.)
----------------------	--

Outside carriers must be checked in with the Willwork Dock Supervisor at Orange County Convention Center by Saturday, November 4 at 9:00 p.m. Official re-route time is Saturday, November 4 at 10:00 p.m. Please see the Move-Out Information Sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each 10' x 10' exhibit booth includes the following equipment:

- 8' Back wall drape: Black & Red
- 3' Side rail drape: Black & Red
- (1) 6' L x 30" H table skirted: Black
- (2) Side Chairs
- (1) Wastebasket
- (1) Company ID Sign (7" x 44")
- (4) Exhibitor Badges per 10'x10' booth purchased

Please Note: 20'x20' Island Booths or larger will not receive Booth Package Items unless requested through the Willwork Customer Service Department.

Please note: The show Floor is not carpeted. Exhibitors are free to bring their own carpet to show site or rent a carpet through Willwork. Please see enclosed carpet order form for details.

GENERAL INFORMATION

ADVANCE SHIPPING

Advance Shipping begins Monday, September 25, 2023, at 8:00 a.m. and ends Friday, October 27, 2023, at 3:00 p.m.
(Receiving Hours: 8:00 a.m. – 3:00 p.m. / M – F)

ADVANCE SHIPPING ADDRESS:

(Your Company Name & Booth Number)
Olympia Weekend 2023
c/o Willwork Global Event Services
7500 Exchange Drive
Orlando, FL 32809

Shipments received at the advance warehouse after the deadline will still be accepted. An off target surcharge of 30% will apply.

Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

You must have a credit card on file with Willwork prior to your shipment arriving at the Willwork Warehouse for delivery to your booth.

DIRECT SHIPPING*

Willwork will be on site to receive direct shipments to the Orange County Convention Center on:

Wednesday, November 1	8:00 a.m. – 5:00 p.m. ONLY.
Thursday, November 2	8:00 a.m. – 5:00 p.m. ONLY.

* The Orange County Convention Center prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to the Venue and your shipment arrives prior to Wednesday, November 1, 2023 at 8:00 a.m. you may incur a receiving charge by the Venue AND a receiving charge from Willwork.

DIRECT SHIPPING ADDRESS:

(Your Company Name & Booth Number)
Olympia Weekend 2023
c/o Willwork Global Event Services
Orange County Convention Center - West Concourse
9800 International Drive
Orlando, FL 32819

Shipments received at the advance warehouse after the deadline will still be accepted. An off target surcharge of 30% will apply.

Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

You must have a credit card on file with Willwork prior to your shipment arriving at the Orange County Convention Center for delivery to your booth.

WILLWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than Monday, October 16, 2023.

For more information, please call us at (774) 568-5425, or email us at exhibitorservices@willwork.com.