



## Show Schedule

### Move-In:

Date	Time	Exhibit Hall Access
Sunday, November 13 Monday, November 14	2:00 pm – 6:00 pm 8:00 am – 3:30 pm	All exhibit booths must be set by 3:30 pm on Monday, November 14 <sup>th</sup> for show preparations.

### Exhibit Hall Conference Hours:

Date	Time	Exhibit Hall Access
Monday, November 14 Tuesday, November 15	5:30 pm – 7:00 pm 10:00 am – 4:00 pm	Exhibitors may remain in the hall (1) after the hall closes & may access the hall Tuesday, November 15 <sup>th</sup> (2) hours prior to the show opening.

### Move-Out:

Date	Time	Exhibit Hall Access
Tuesday, November 15	4:00 pm – 9:00 pm	Exhibitors may not re-enter the hall after 9:00 pm.

Advance approval is required to gain access to the exhibit hall outside the hours set above. If your company requires an exception contact Nicole Davis, NAMA Exhibits Manager at 770-432-8410 x110 or [ndavis@namanow.org](mailto:ndavis@namanow.org). At the show, visit the CTW Show Office.

### Each Exhibit Space Includes:

- Company listing in the Official Program Guide, Online Floor Plan & Mobile App
- 8' high, back wall drape - Blue/Gold/Blue
- 3' high, side rail drape – Blue
- (1) 8' table, skirted white (8x10), (2) 8' tables, skirted white (8x20) & (3) 8' tables, skirted white (8x30)
- (1) Wastebasket
- (1) 11" x 17" Booth ID Sign
- (1) Exhibitor Badge Registration per 80 square feet

### Dismantling of Exhibits:

Exhibitors & **Imagination Way** will NOT be permitted to dismantle/package any part of their exhibit prior to the official closing of the show at 4:00 pm on November 15. Anyone who does not adhere to will forfeit all of their priority points earned for the show. Your outbound freight carrier must be checked in with GES no later than 6:00 pm on November 15 or your freight will be re-routed at your company's expense. For additional Show & Housing Information visit The Coffee Tea & Water 2022 website, <https://coffeeteaandwater.org/>.