

QUICK FACTS



EVENT & VENUE

2024 VRMA International Conference

October 14 - 17, 2024
Phoenix Convention Center
West Hall 1-3
Phoenix, AZ



IMPORTANT DATES

Friday, September 13, 2024

ADVANCE SHIPMENT RECEIVING

First day warehouse will begin receiving advance shipments without surcharges.

Monday, September 16, 2024

ADVANCE ORDER DISCOUNT DEADLINE

All orders must be received with payment in full by this date to receive discounted pricing.

Monday, September 23, 2024

ADVANCE ORDER DEADLINE - CUSTOM GRAPHICS & CUSTOM TABLE THROWS

All orders must be received with payment in full by this date to guarantee production of the order for the show. These items will not be available to order after the deadline date.

Monday, October 7, 2024

ADVANCE SHIPMENT DEADLINE

Last day for advance shipments to arrive at warehouse without surcharges.



SCHEDULE

Monday, October 14, 2024

8:00am - 4:00pm

EXHIBITOR MOVE-IN

Monday, October 14, 2024

5:00pm - 7:00pm

SHOW HOURS

Tuesday, October 15, 2024

8:00am - 5:00pm

Wednesday, October 16, 2024

8:00am - 5:00pm

Wednesday, October 16, 2024

5:00pm - 9:00pm

EXHIBITOR MOVE-OUT

Wednesday, October 16, 2024

8:00pm

CARRIER CHECK-IN DEADLINE

Wednesday, October 16, 2024

9:00pm

OUTBOUND SHIPPING AGREEMENT DEADLINE

All exhibitors must submit an outbound Material Handling Agreement to the Exhibitor Service Desk.

Wednesday, October 16, 2024

9:00pm

RE-ROUTE DEADLINE

Shipments not picked up by the exhibitor's carrier and/or remaining on the exhibit floor will be re-routed at this time.



BOOTH EQUIPMENT

EACH 8'X10' BOOTH PACKAGE WILL INCLUDE THE FOLLOWING ITEMS.

8'H Black Backwall Drape
3'H Black Siderail Drape
1 - 6' Black Draped Table
2 - Side Chairs
1 - Wastebasket
Standard Booth Identification Sign

*To change the skirt color of the package table, click [HERE](#).

*To upgrade this booth package to a tall table and 2 stools, click [HERE](#).

*To decline this booth package, click [HERE](#).

CARPET

The Exhibit Hall is not carpeted. Booth flooring is required by show management. Click [HERE](#) to view options. If flooring is not included in booth set up by Monday, October 14, 2024 at 3:00pm, Show Management will force carpet at the expense of the exhibiting company.



MATERIAL HANDLING

ADVANCE SHIPMENTS

Exhibiting Company Name/Booth #
2024 VRMA International Conference
c/o Alliance Exposition / Air Support Inc
4010 South 21st St
Phoenix, AZ 85040

Advance shipments should arrive between **Friday, September 13, 2024** and **Monday, October 7, 2024**.

All shipments received outside these dates will be subject to a late fee.

Shipments that arrive at the warehouse after **Monday, October 7, 2024** cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight.

Please view rates and **pre-order Material Handling service prior to shipping**.

Print **Advance Warehouse Shipping Labels** by clicking on the **Shipping** link in the left hand menu.

DIRECT TO SHOWSITE SHIPMENTS

Exhibiting Company Name/Booth #
2024 VRMA International Conference
c/o Alliance Exposition
Phoenix Convention Center
West Hall 1-3
100 N 3rd St
Phoenix, AZ 85004

Direct shipments will be accepted on **Monday, October 14, 2024**. Receiving will take place during exhibitor move-in hours.

Please view rates and **pre-order Material Handling service prior to shipping**.

Print **Direct to Showsite Shipping Labels** by clicking on the **Shipping** link in the left hand menu.

For assistance, please contact **Exhibitor Services** at 888.528.2011 or ExhibitorAssistance@alliance-exposition.com.

As of August 2023, a 9.3% Fuel and Labor Surcharge will be added to all orders placed with Alliance Nationwide Exposition.