

ACE Exhibitor Checklist & Important Info...

Check out our [website](#) for registration, hotel reservations, show details, and more!

Contact [Beth Bowen](#) or [Michelle Thomsen](#) with any questions.

- Updates to your **ATTENDEE LIST**? Email registrant names to michelle@atlanticcoastexpo.com. Indicate whether attendees are Exhibitors, Guests, or Minors. (Two complimentary registrations per booth. Additional Exhibitors & Guests \$25, Minors \$10).
- Complete the [Exhibitor Kit](#) & Return to CTD
- Review **ACE Show Schedule – Coming Soon!**
- **MOVE-IN schedule:** 3pm-9pm on 10/10 and 8-11:30am on 10/11
- Remember to **DECORATE your booth** using our 2024 ACE In Space theme. There are prizes, people!
- Sign Up for the [ACE TOP Golf Tournament](#) - **Cutoff Date September 27th**
- **FOOD BANK donations:** Deliver product to the show office between 1pm – 4pm on Saturday, Oct. 12 OR mark with ACE FB stickers (handed out by ACE staff) and left on the show floor.
- **PERISHABLES** that you don't want to ship back? Deliver them to the ACE office after the show and we'll have them available at the Cornhole Tournament (2-5pm on Saturday)

Exhibitor Kit Details

CTD most commonly ordered items are:

Tables, Chairs, Electrical Drops, Trash Cans, Freight Service, Cleaning
Exhibitors may order these items and more by filling out and returning the forms enclosed in the Exhibitor's Kit.

Please note that the exhibit floor is carpeted so additional carpet/padding may not be necessary.

EXHIBITOR KIT

PLEASE NOTE ADVANCE WAREHOUSE ADDRESS

CTD/ACE 2024
C/O TFORCE FREIGHT
1332 Ebenezer Rd.
Darlington, SC 29532

Discounted Furniture Deadline

September 23, 2024

Advanced Receiving Deadline

September 9 - October 8, 2024

Direct to Site Shipping Begins

October 10, 2024

Refrigerated Storage

October 10, 2024 at 4:00 pm

Outbound Carrier Deadline

October 12, 2024 at 5:00 pm

Please contact Kellie at Carolina Tradeshow Decorators with any questions by

phone: (704) 366-9970

or email: kstefano@carolinatd.com

Exhibitor Move-In Hours

Thursday, October 10, 2024 from 3:00 pm - 9:00 pm

Friday, October 11, 2024 from 8:00 am - 11:30am

Exhibitor Hours

Friday, October 11, 2024 from 12:30 pm - 5:30 pm

Saturday, October 12, 2024 from 10:00 am - 1:00 pm

Exhibitor Dismantle

Saturday, October 12, 2024 from 1:00 pm - 8:00 pm

The ACE show closes at 1:00 pm on Saturday, October 12, 2024. **Early dismantling before 1:00 pm will result in a \$1,000 fine.** All exhibits must be

packed and ready for shipment from the exhibit hall no later than 8:00 pm on October 12, 2024.