

Running USA Industry Conference 2019

February 10 - 12, 2019

Puerto Rico Convention Center

San Juan, PR

Inclusive Management Services, Inc. is proud to be your Exposition Management team for this event.
The following is important information and dates to keep at hand:

Official General Contractor

Inclusive Management Services, Inc.
12917 Royal Ascot Drive
Fort Worth, TX 76244
Phone 817-337-3050
Fax 888-301-1273
service@inclusivemanagement.com

General Exhibit Information

Hall Carpet - Multi - Colored Pattern

Each 10 x 10 Booth Includes:

- 8ft Silver Backwall Drape
- 3ft Silver Side Rail Drape
- 6' 30" Silver Skirted Table, 2 Padded Side Chair, Wastebasket, and 7" x 44" ID Sign

IMPORTANT DATES

Jan. 14, 2019	Shipments may begin to arrive at warehouse
Jan. 18, 2019	All Non-Official/Intent to Use Non Official Contractor Forms due along with insurance certificate. Fax these forms to: 888-301-1273
Jan. 23, 2019	Discount Deadline for orders received with payment
Feb. 6, 2019	Last day for Advance Shipments to arrive at the warehouse without surcharges
Feb. 10, 2019	Shipments may begin arriving at Show Site at 8:00 AM - 4:30 PM

EVENT SCHEDULE

Sunday, February 10

Exhibit Move In	8:00 AM - 11:00 AM
Exhibit Hours	12:00 PM - 7:30 PM

Monday, February 11

Exhibit Hours	8:00 AM - 6:00 PM
---------------	-------------------

Tuesday, February 12

Exhibit Hours	8:00 AM - 12:00 PM
Exhibit Move Out	12:00 PM - 4:30 PM

PLEASE NOTE:

All booth materials must be packed and ready for shipment by 3:30 PM on Tuesday, February 12, 2019.
Exhibitor is responsible for contacting their carrier.

All carriers must check in by 3:30 PM on Tuesday, February 12, 2019.

IMS reserves the right to force and/or re-route any freight not removed from the floor
by 3:30 PM on Tuesday, February 12, 2019