

## 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	<b>Discount Deadline</b> 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
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#### **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**