

**Location:** Baltimore Convention Center - Baltimore, MD

**Halls:** E, Swing & F

**Link to the online floor plan:**

<https://www.expocad.com/host/fx/roc/24nfmt/exfx.html>

### Exhibitor Installation:

Monday, March 11	8:00am - 6:00pm
Tuesday, March 12	8:00am - 11:00am

**NOTE!** Public passenger elevators and escalators may **NOT** be used to transport equipment and booth materials in rolling cases, on carts, etc. This means the Pratt Street Entrance will not be used for move in or move out. During move in/out, all Exhibitors and EACs will need to enter/exit the building through the Public Safety Office Entrance on Charles St. All bags, cartons, cases are subject to inspection. Detailed options for move in and move out will be published by the end of January.

**All exhibits must be fully operational by 11:00am Tuesday, March 12. Installation work will NOT be permitted after 11:00 am without approval from Event Management!**

### POV/ Self Unloading:

Monday, March 11	8:00am - 5:00pm
Tuesday, March 12	8:00am - 10:00am

### Registration Hours:

Monday, March 11	Exhibitors & fnPrime Members only	2:00pm - 5:00pm
Tuesday, March 12		7:00am - 5:00pm
Wednesday, March 13		7:00am - 5:00pm
Thursday, March 14		7:00am - 3:00pm

### Conference Hours:

Tuesday, March 12	Breakout Sessions General Session Networking Party	8:15am - 11:45am 1:15pm - 2:15pm 5:15pm - 6:15pm
Wednesday, March 13	Breakout Sessions Breakout Sessions Networking Activities	8:00am - 10:15am 3:10pm - 5:20pm 5:30pm - 6:30pm
Thursday, March 14	Breakout Sessions Breakout Sessions	8:00am - 10:15am 2:40pm - 4:45pm

### Expo Hours:

Tuesday, March 12	2:30pm - 5:00pm
Wednesday, March 13	10:30am - 3:00pm
Thursday, March 14	10:30am - 2:30pm

**Exhibitor Dismantle:**

Thursday, March 14

2:31pm - 9:00pm

2:31pm - 8:30pm

8:00am - 10:00am

POV/Self Loading

Friday, March 15

**Removal of Exhibits:**

**Exhibitors will NOT be able to use the passenger elevators or escalators to remove freight (rolling cases, dollies, etc) on the move-out. The Pratt St. elevator & escalators (at the front of the hall) will be monitored and Exhibitors will be re-directed to go through public safety.**

Review the move-out and dismantle notice for additional information on the return of empties and the POV operation. **All freight not called for by 8:00am Friday, March 15, will be shipped by a carrier selected by Freeman at the Exhibitor's expense.**

**Exhibit Space Rental Includes:**

- In-line space will have black and white 8' back-wall and 3' black side rail drape
- Company Identification Sign
- Unlimited Exhibitor Badge Registrations
- On-site Exhibitor Lounge
- 24 Hour Expo Hall Perimeter Security
- Post - Event Registrant Mailing List

**NOTE: CARPET & ELECTICAL SERVICES ARE NOT INCLUDED IN THE SPACE RENTAL.**

**Aisle Carpet:**

The Expo Hall is **NOT** carpeted. **EXHIBIT SPACES ARE REQUIRED TO HAVE CARPET OR SOME TYPE OF FLOOR COVERING.** You are allowed to bring your own or order from the official event contractor. If you need to use the concrete floor to demonstrate your product, please contact Event Management for approval.

Aisles will be carpeted as follows:

**NFMT:** Tuxedo**Smart Buildings & Technology:** Midnight Blue**Building Services:** Red Pepper**Building Maintenance & Cleaning:** Gray**Check Your Exhibit Space Location:**

The Exhibit floor plan is constantly changing based on sales activity, changes in exhibit space size, etc., so you are encouraged to occasionally review the plan. It is the Exhibitors responsibility to monitor the on-line floor plan. If an exhibit space location opens that you would prefer, or if a competitor has chosen a location near you, please contact your Exhibitor Account Executive.

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