



**WHERE
PUBLIC FLEET
PROFESSIONALS
CONNECT**

NOV 15-17, 2021

Orange County Convention Center

Orlando, FL

#GovFleetExpo

Quick Reference Sheet

Exhibitor Move-In – Orange County Convention Center – West Hall A

Monday, November 15	8:00am	-	5:00pm	All vehicles in this day
Tuesday, Tuesday 16	8:00am	-	10:00am	Show Ready Preparations

Exhibit Hours – Orange County Convention Center – West Hall A

Monday, November 15	10:00am	-	12:30pm	GFX Block Party
Tuesday, November 16	11:00am	-	3:00pm	
Wednesday, November 17	10:30am	-	3:00pm	

Exhibitor Move-Out – Orange County Convention Center – West Hall A

Wednesday, November 17	3:00pm	-	9:00pm	Early Dismantle Prohibited
------------------------	--------	---	--------	----------------------------

Important Deadline Snapshot - Some deadlines are not included, please review the kit for additional deadlines.

Deadline	Form or Information	Contractor/Vendor
Sept. 3, 2021	Vehicle Specifications Form	Show Management
Oct. 15, 2021	Asset Upload/Mobile App Listing Form	Show Management
Oct. 18, 2021	<ul style="list-style-type: none"> - First Day Items Can Arrive at the Warehouse - Discount pricing on Standard Shepard Rentals - Graphics, Hanging Signs, & Rigging Forms - Exhibitor Appointed Contractor Deadline 	Shepard Exposition Services
Oct. 18, 2021	Lead Retrieval Orders Due	Cvent
Oct. 25, 2021	Electric Discount Deadline	OCCC Exhibitor Services
	AV & Computer Discounted Services	LMG
	Hardwire and Wireless Internet, Telephone, & TV Service Discount Services	Smart City
Oct. 28, 2021	Hotel Group Discount Deadline	Rosen Centre Hotel
Nov. 2, 2021	Emergency Contact Form Due	Show Management
Nov. 2, 2021	Exhibitor/Sponsor Registration	Cvent
Nov. 8, 2021	Last Day for Warehouse Deliveries without surcharge (11/9-11/12 with surcharge)	Shepard Exposition Services

Shipping Addresses - Bring tracking information onsite to locate any missing shipments!

Advanced Shipments Address

Shipments accepted (without a surcharge) on and between October 18 – November 8. Warehouse hours are 8am – 4pm.

[Exhibiting Co. Name & Booth Number]
Government Fleet Expo & Conference
Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

Direct Shipments Address

Onsite shipments cannot arrive before Monday, November 15 at 8am

[Exhibiting Co. Name & Booth Number]
c/o Shepard Exposition Services
Government Fleet Expo & Conference
Orange County Convention Center – West Hall A
9899 International Drive
Orlando, FL 32819