

# DON'T FORGET...



## Holiday Fair

### SHOW MANAGEMENT

Greenville Convention  
Center

One Exposition Drive  
Greenville, SC 29607

PHONE: (864) 255-5855

FAX: (864) 255-8650

## Important Deadlines!

1. Deadline for Previous Exhibitor's *Seniority* Booth Space Application: June 1, 2019
2. Deadline for Booth Change Requests: November 1, 2019
3. Deadline to Include Your Information in the Vendor List: November 1, 2019
4. Deadline to be able to pay for booth space with a Check: November 15, 2019
5. Deadline to submit 50% deposit: November 1, 2019 (Full Amt due w/app after 11/1)
6. Deadline for Advance Rate on Electrical/Telephone: November 13, 2019
7. Deadline to order Electrical for your Booth: December 4, 2019 (7:00 p.m.)
8. Deadline to Apply for Storage Trailer or Handicapped Parking: November 28, 2019

## Move-In & Move-Out Schedule

### Move-In Dates & Times:

Tuesday, December 3, 2019 from 9:00 a.m. until 6:00 p.m.

Wednesday, December 5, 2019 from 9:00 a.m. until 9:00 p.m.

### Move-Out Dates & Times:

Saturday, December 7, 2019 following the show at 6:00 p.m. until 11:00 p.m.

Sunday, December 8, 2019 from 9:00 a.m. until 2:00 p.m.

## Show Dates!

December 5-7, 2019 (Thursday, Friday & Saturday)

## Storage Trailer Parking & Handicapped Parking Passes

Please note that we require that these passes are applied for **PRIOR** to our show dates! Both Storage Trailer and the Handicapped Parking Passes (for spots in the loading dock area) are given out on a first-come, first-served basis until those parking spaces are filled. We cannot guarantee parking spaces, however, so the earlier you apply, the better your chances will be to reserve one.

## Did Your Information Change?

Don't forget to fill out your application in full, including your current address, telephone and cell phone numbers, a contact number and an email address (if you have one). If your information changes after you apply, be sure to contact us immediately! Remember, we must be able to contact you! Otherwise, your space assignment could be delayed!

Thank you!