

General Information

LOCATION & DATES

Gaylord Opryland Resort & Convention Center
Delta A
2800 Opryland Dr.
Nashville, TN 37214

Friday, June 7 to Saturday, June 8

EXHIBITOR MOVE-IN

Friday, June 7 7:00 AM to 1:00 PM

NOTE: Overtime rates will be in effect from 7:00 AM to 8:00 AM.

SHOW HOURS

Friday, June 7 1:15 PM to 4:15 PM
Saturday, June 8 9:00 AM to 2:00 PM

EXHIBITOR MOVE-OUT

Saturday, June 8 2:01 PM to 7:00 PM

NOTE: Overtime rates will be in effect all day Saturday.

Outside carriers must be checked in by **Saturday, June 8** at **6:00 PM** for all outbound shipments. Please see the Move-Out Information sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each 10' x 10' booth includes the following standard equipment:

8' High Draped **Backwall** – Color(s): **Burgundy**
3' High Draped **Siderails** – Color: **Burgundy**
1 – 7" x 44" **Identification Sign** with Company Name & Booth Number

Delta A Ballroom has multicolor carpet throughout the space. Additional Booth carpet is optional

General Information (cont.)

HARGROVE ADVANCE & ONLINE ORDER DEADLINES

Monday, May 13, 2024 ADVANCE ORDER and RENTAL BOOTH DEADLINE

Hargrove's advance prices apply to orders received with payment by the deadline date.

Monday, May 20, 2024 RENTAL BOOTH ART SUBMISSION DEADLINE

Tuesday, May 28, 2024 CARPET and ONLINE ORDERING DEADLINE

Orders after this date must be placed via phone or email and are subject to availability.

NEED HELP? WE'RE HERE FOR YOU!



HARGROVE EXHIBITOR SERVICES // 301.306.4627 or exhibitorservices@hargroveinc.com



HARGROVE SHIPPING // [Request a Quote](#) // 301.306.4620 or shipping@hargroveinc.com

ADVANCE SHIPPING

Advance shipping begins **Friday, May 3** at **8:00 AM** and ends **Tuesday, June 4** at **4:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

PRIMA Annual Conference 2024

c/o Hargrove

TForce Freight

45 Teledyne Place

La Vergne, TN 37086

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **4:00 PM**

Note: items will be moved to site on overtime. An overtime surcharge will apply.

DIRECT SHIPPING

There is NO DIRECT SHIPPING to this event.

All shipments must be consigned to Hargrove and shipped to the advance warehouse. If your materials cannot arrive at the advance warehouse on or before **Tuesday, June 4**, contact Hargrove Exhibitor Services at **301.306.4627** or exhibitorservices@hargroveinc.com. Shipments sent directly to the Gaylord Opryland Resort & Convention Center may be refused and will be subject to material handling fees plus a 50% surcharge.