

VENDOR LOAD-IN INSTRUCTIONS

1. Dock Manager directs vendors to their appropriate Hall Manager.
2. Hall Manager directs vendors to their assigned booth space.

SETUP HOURS

WEDNESDAY:

Hall A: 1 pm to 8 pm

THURSDAY:

Hall A: 1 pm to 8 pm

Hall B: 7 pm to 12 am

Hallways: 7 pm to 12 am

Ballroom: 7 am to 12 am

FRIDAY:

Hall A: 8 am to 12 pm

Hall B: 8 am to 12 pm

Hallways: 8 am to 12 pm

Ballroom: 8 am to 12 pm



SHIRLEY TURNER

Ballroom Manager

5.



KEVIN BUTTNER

Hallway Manager

4.



CRAIG LEVINE

Exhibit Hall A Manager

2.

All Vendors enter thru the the Dock A door

OCC Service Desk

Show Ready Service Desk

DEAN TAYLOR
Dock Manager

1.

Setup
Managers
are Color
Coordinated



LOADING
DOCKS

3.

BARBARA STANLEY

Exhibit Hall B Manager