

## General Information

### LOCATION & DATES

Music City Center  
Halls C and D  
201 Rep. John Lewis Way S.  
Nashville, TN 37203

Friday, August 16 to Sunday, August 18, 2024

### EXHIBITOR MOVE-IN

Thursday, August 15	8:00 AM	-	5:00 PM
Friday, August 16	7:00 AM	-	9:00 AM

NOTE: Overtime rates will be in effect after 4:30 PM on Thursday and until 8:00 AM on Friday.

### SHOW HOURS

Friday, August 16	10:30 AM	-	1:00 PM
Saturday, August 17	11:30 AM	-	2:30 PM
Sunday, August 18	9:00 AM	-	12:00 PM

### EXHIBITOR MOVE-OUT

Sunday, August 18	12:00 PM	-	8:00 PM
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Note: Overtime rates will be in effect all day Sunday.

Outside carriers must be checked in by **Sunday, August 18 at 7:00 PM**. Please see the [Move-Out Information sheet](#) for more details.

### STANDARD BOOTH EQUIPMENT

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

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

Aisle Carpet Color **Tuxedo**

NOTE: Per Show Management, exhibitors must use a professional floor covering in their booth space(s) at their own expense; carpet or vinyl flooring may be [ordered from Hargrove](#). If you are providing your own floor covering, please submit the [Exhibitor Provided Flooring Affidavit](#). Exhibitor Provided Flooring is subject to material handling fees. Per Show Management, any booth that does not have floor covering by **Friday, August 16 at 8:00 AM** will have carpet installed by Hargrove at the exhibitor's expense.

## General Information (cont.)

### HARGROVE ADVANCE & ONLINE ORDER DEADLINES

**Monday, July 15, 2024 RENTAL BOOTH & RENTAL BANNER ORDER DEADLINE**

**Monday, July 22, 2024 ADVANCE ORDER & RENTAL ART SUBMISSION DEADLINE**

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

**Monday, August 5, 2024 CARPET & 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](mailto:exhibitorservices@hargroveinc.com)



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

### ADVANCE SHIPPING

Advance shipping begins **Friday, July 12** at **8:00 AM** and ends **Monday, August 12** at **3:00 PM**.

Advance shipping address:

(Your Company Name & Booth Number)

ACA's 154th Congress of Correction

c/o Hargrove

TForce Freight

45 Teledyne Place

La Vergne, TN 37086

Advance Warehouse Receiving Hours: Monday – Friday **8:00 AM** to **3:00 PM**

### DIRECT SHIPPING

Direct shipping will begin on **Thursday, August 15** at **8:00 AM**.

Direct shipping address:

(Your Company Name & Booth Number)

ACA Summer Conference 24

c/o Hargrove

Music City Center

Halls C and D

700 Korean Veterans Blvd.

Nashville, TN 37203