

## EXHIBITOR SCHEDULE

### **Exhibitor Move In and Setup**

#### **Sunday March 6, 2022 - 8:00am-5:30pm**

Exhibitors to use this time for setting up their exhibit spaces including onsite displays, demonstration vehicles and other related items. When planning exhibit setup timing, please remember the Welcome Reception at the adjacent host hotel begins at 6:00pm.

#### **Monday March 7, 2022 – 7:30am-11:30am**

In the event the exhibitor does not complete setup Sunday evening, please use this time on Monday March 7, 2022 as an extended period to finalize setup of the exhibit space if needed. Keep in mind that **workshops will be going on at the main build off stage during this time** and this is first priority, so **please mind your noise levels accordingly** if finalizing any exhibit space setup.

### **Outdoor Vehicle Displays Move In and Setup**

#### **Sunday March 6, 2022 - 9:00am-4:00pm**

The outdoor plaza will be available for vehicle move in at **9:00am on Sunday March 6, 2022**. A MasterTech Expo Event Staff Member will be onsite to coordinate vehicle move in based on the assigned space location(s) on the plaza. See LOGISTICS for other outdoor exhibit space details.

Vehicle entrance is marked on the [floor plan map](#) at the MasterTech Expo website. Fencing and 24/7 security is provided throughout the event.

### **Exhibit Days/Hours**

These days and times are open to the attendees for visiting both indoor and outdoor exhibits. Please staff your space(s) accordingly.

- Monday March 7, 2022 - 12:20pm to 4:30pm
- Tuesday March 8, 2022 - 12:20pm to 4:30pm
- Wednesday March 9, 2022 - 9:00am to 1:00pm

Any exhibitors registered for and attending education workshops, please see the [Attendee Schedule](#) for session details by workshop, day and time. If exhibitor's company is also doing product training during a Wednesday March 9 time slot, please ensure staffing for the exhibit space(s) accordingly.

### **Exhibitor Lunch Schedule**

To expedite your preparedness for attendees visiting your booth and outdoor display (if applicable), MasterTech Expo is offering lunch service to exhibitors earlier than the general attendees. This will allow you to comfortably eat lunch and be ready to staff your booth when attendees enter the Main Hall.

- Monday March 7, 2022 – Exhibitor lunch starts @ 12:00pm
- Tuesday March 8, 2022 - Exhibitor lunch starts @ 12:00pm
- Wednesday March 9, 2022 - Exhibitor lunch starts @ 12:00pm

No direct sales of merchandise is permitted at the event. Exhibitors may certainly write orders for later fulfillment, but direct exchange of merchandise for payment during the MasterTech Expo is expressly prohibited.

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### Exhibitor Product Training Schedule

Attendees are encouraged to attend product training sessions presented by exhibitors who've secured product training rooms/privileges. These will be listed on the [MasterTech Expo website](#) as well as in the printed event program and schedule. Those training days/times are:

- Monday March 7, 2022 - 7:00pm-8:30pm – Night School
- Tuesday March 8, 2022 - 7:00pm-8:30pm – Night School
- Wednesday March 9, 2022 - 10:20am-11:20am
- Wednesday March 9, 2022 - 11:30am-12:30pm

### Exhibitor Move Out and Tear Down

**Wednesday March 9, 2022 – 3:30pm-10:00pm**

Exhibitors to use this time for tearing down and packing up their main hall exhibit space items and arrange outbound shipment. **Teardown of any kind is not to begin until the closing ceremonies have concluded.**

**IMPORTANT: Teardown of any kind for exhibitor spaces is not to begin until the closing ceremonies have concluded, approximately 3:30pm Wednesday March 9, 2022.**

Plan to have all outbound shipments picked up at the event site by **no later than 8pm on March 9, 2022 if going directly from the Mesa Convention Center**. Shipments that require storage for later outbound shipment will incur storage and drayage fees from the onsite logistics provider and be available for pickup at an alternate location nearby. See LOGISTICS for details on how to handle outbound shipments not picking up on the final event day.

### Outdoor Vehicle Displays Teardown and Move Out

**Sunday March 9, 2022 – 3:30pm-10:00pm**

Outdoor spaces can begin tearing down and preparing for vehicle move out at **3:30pm on Wednesday March 9, 2022**. Vehicles will be permitted to leave in the order of proximity to the exit. Nearest to the exit first, furthest from the exit last. This avoids any unnecessary traffic or vehicle damage. Transport trucks can arrive and wait in the east parking areas as space is available. **Teardown of any kind is not to begin until the closing ceremonies have concluded.**

## QUESTIONS

If you have any questions or need further assistance, please email [exhibitor@mastertechexpo.com](mailto:exhibitor@mastertechexpo.com) for Event Staff Support.