

Audio Advice Live

We look forward to having you exhibit at Audio Advice Live at the Sheraton Raleigh on August 2-4, 2024.

Below you will find important information to help you with the process.

The links on this [Exhibitor Resources](#) page will provide you with show-related information, deadlines, and the opportunity to order show products and services.

INBOUND TIMELINE

Monday, July 15 - Advanced Warehouse opens for receiving & AFC transportation begins. *All Shipments delivered to the warehouse, (regardless of carrier), must have a completed AFC BOL & Credit Card Authorization form on file before freight can be delivered to your exhibit room.

Monday, July 22 - Last day to ship domestic using AFC to receive tariff pricing.

Friday, July 26 - Last day AFC Advanced Warehouse is receiving shipments without a late fee (\$150 min).

MOVE IN DAY TIMELINE THURSDAY AUGUST 1st

8:00 AM: Freight available in your exhibit location delivered by AFC.

8:00 AM - 5:00 PM: AFC Onsite Transportation Desk Open.

3:00 PM: Deadline to notify AFC if you need empty storage.

10:00 AM: AFC begins initial storage sweep for pre-arranged empty containers.

4:00 PM: Final sweep for pre-arranged empty crates/boxes.

SHOW SCHEDULE

Friday, August 2

8:00 AM - 5:00 PM	Registration Open
10:00 AM - 5:00 PM	Show Open
11:00 AM - 1:00 PM	Lunch on your own
5:00 PM	Listening rooms close

Saturday, August 3

8:00 AM - 5:00 PM	Registration Open
10:00 AM - 5:00 PM	Show Open
11:00 AM - 1:00 PM	Lunch on your own

Sunday, August 4

8:00 AM - 4:00 PM	Registration Open
10:00 AM - 4:00 PM	Show Open
11:00 AM - 1:00 PM	Lunch on your own
4:00 PM - 12:00 AM	Exhibitor Teardown + Loadout

OUTBOUND TIMELINE

11:00 AM - 9:00 PM: AFC Onsite Transportation Desk Open.

12:00 PM - 8:00 PM: Every Exhibitor must pickup outbound paperwork and labels after they are packed up and piece count is confirmed at AFC desk. Paperwork and labels will not be given prior to knowing final piece count.

4:00 PM: End of Show - Return of stored empties begins.

6:00 PM - 10:00 PM: AFC collects all outbound freight beginning at 6pm and concludes final sweep at 10:00 PM.

8:00 PM: Outbound paperwork must be completed and returned to the AFC desk by 8:00 PM.

AFC LOGISTICS SHIPPING AND MATERIAL HANDLING

- Review Material Handling Options
 - AFC Transportation - Ship with AFC and your Drayage Fees are waived!
 - Drayage Only/AFC Advanced Warehouse - Drayage delivery service to the Sheraton for Audio Advice Live is charged on all 3rd party shipments.
- **Third Party Freight Carriers will NOT be allowed to deliver directly to the Show Site. The Show Site will NOT accept freight and shipments will be refused.**
- Important deadlines
 - **Advanced Warehouse Opens for Receiving & AFC Transportation begins July 15, 2024.**
 - **Last day AFC Advanced Warehouse is receiving shipments without a late fee July 26, 2024.**
- **What is considered oversized freight?**
 - Any crate, case or box that individually is larger than 32"W and/or 48"L will be held at the dock to be opened by exhibitor and AFC will deliver to room. Exhibitor will be notified about oversized freight. The freight will need to be broken down on the ground level and will result in additional labor charges. Exhibitors must be present while AFC LS breaks down the freight.
- Material Handling Pricing - page 2
- Shipping Multiple Boxes?
 - If shipping multiple pieces on a skid, each individual piece must be labeled with Exhibitor Company Name AND Exhibit Space Number/Room Name.
- Exhibiting in Multiple Rooms?
 - Freight for each room destination needs to be on its own pallet. No mixed pallets.
- Keep all tracking numbers handy for inbound and outbound shipments.
- Review page 3 of the AFC Logistics kit for more commonly asked questions.

HOLLINS EXPOSITIONS EXHIBITOR KIT

Use this kit to order pipe and drape, furniture and accessories, cleaning, and labor.

- **The deadline to order specialty furnishings is July 18, 2024.**
- **Include the company name Room/Space # on all orders.**

SHERATON EXHIBITOR ORDER FORM

Use this form to order internet, electricity, banquet tables, and chairs.

- Wi-Fi (basic coffee-house Wi-Fi) – Complimentary in guest rooms and meeting space.
 - Guestrooms do not have ethernet capability. Only Wi-Fi is available in guestrooms.
 - Streaming is not recommended on basic Wi-Fi. We suggest downloading any content you wish to play in advance.
- Hardline internet in meeting rooms \$150 (based on availability).
- Electricity-wall outlets are **FREE** of charge for private vendor display rooms and converted guest rooms. Sleeping guest room outlets are on 20amp circuits. Power for 8x10 exhibit booths is \$20.
- Skirted banquet table – **FREE**
- Banquet chairs for table and/or small theater seating – **FREE**
- Exhibitors in 8x10 booths will automatically be provided a skirted table with 2 chairs.
- Listening/Experience converted guest room orders are limited to a max of 9 chairs, and 1 table.
- **The deadline to submit your Sheraton order is July 15, 2024.**
- **Include the company name Room/Space # on all orders.**