



## Exhibitor Fact Sheet

### LOCATION

Orange County Convention Center  
9800 International Drive, Orlando, Florida  
(407) 685-9800

### CONVENTION HOURS

#### Exhibitor Set-up

Thursday, March 11th, 2pm - 10pm  
Friday, March 12th, 8am - \*11:00am

*\* All exhibitors must conclude set-up by this time to allow the show decorator to clean before opening.*

#### Exhibitor Tear-Down

Sunday, March 14th, 5pm - 10pm

**(Exhibitors may not tear down until this time)**

#### Open to the Public

Fans who are **pre-registered** may enter early on Friday  
Friday, March 12th, 12pm - 1pm

#### General Public

Friday, March 12th 1pm - 7pm  
Saturday, March 13th, 10am - 6pm  
Sunday, March 14th 10am - 5pm

### HOTEL INFORMATION

Doubletree Resort  
5780 Major Boulevard  
Orlando, Florida 32819

#### Room rate: \$149.00

Reservations must be made through our full service travel agent

#### Call and Mention MegaCon

Val Peterson  
Local (813) 234-4296, or  
Toll Free (877) 906-1078  
e-mail: v.levcorp@verizon.net

### GROUND TRANSPORTATION

**Free** shuttle service will be available approximately every 15-20 minutes to and from the Convention Center & Hotel on all three convention days.

Friday: 11 AM - 10:30PM  
Saturday: 8:30 AM - 11:30 PM  
Sunday: 8:30 AM - 6:00 PM

### BOOTH INFORMATION

Booths are 10' x 10' pipe-and drape and include one 8' skirted table, two chairs, waste basket, and company sign (corner booths will be provided with two 8' tables).

### UTILITIES & SHIPPING

Service kits will be mailed, faxed or emailed to all exhibitors. Kits will include information for **advance** and on-site rates, electricity, telephone, shipping drayage and other services. **If you need this information and have not received it you must call Shepard Exposition Services at (407) 888-9669.**

**PLEASE NOTE:** Orders paid **21 days in advance** receive a substantial **discount**. It is the **responsibility of the Exhibitor** to order these services.

### ELECTRICAL SERVICES

Orange County Convention Center  
9889 International Drive  
Orlando, Florida 32819  
Toll Free (800) 345-9898  
Main Line (407) 685-9800  
Exhibitor Services (407) 685-9824  
Exhibitor Services Fax (407) 685-9884  
[www.orlandoconvention.com](http://www.orlandoconvention.com)

### PHONE/INTERNET SERVICE

Smart City  
(888) 446-6911  
[www.smartcity.com](http://www.smartcity.com)

### DECORATOR SERVICES

*(Some examples of available services include but are not limited to: shipping, drayage, table/chair rental, carpet within your exhibit space)*

#### Advance Warehouse Shipping

(Exhibitor name & booth number)  
c/o Shepard Exposition Services  
603 West Landstreet Road  
Orlando, Florida 32824

#### Customer Service

Phone (407) 888-9669  
Fax (407) 888-2301  
[www.shepardes.com](http://www.shepardes.com) • e-mail: [orlandocustsvc@shepardes.com](mailto:orlandocustsvc@shepardes.com)

### CONVENTION CENTER SHIPPING INFORMATION

Please call Shephard's for details - see number above

#### MegaCon

#### (Exhibiting company name and booth number)

c/o Shepard Exposition Services  
Orange County Convention Center  
9800 International Drive  
Orlando, Florida 32819

**NOTE 1:** Shipments cannot arrive earlier than Exhibitors move-in date and time, or shipment will be refused. No Exceptions.

**NOTE 2:** If shipment is delivered directly to the Convention Center, Exhibitor will be charged a handling fee by the Decorator

### FLORIDA DEPARTMENT OF REVENUE

#### Sales Tax

*If you are permitted to sell taxable goods or services onsite, you must **register** as a dealer with the **Florida Department of Revenue**.*

Additional information is available online at:  
<http://sun6.dms.state.fl.us/dor/>  
or by calling (800) 352-3671 (in Florida)  
or (850) 488-6800.

Forms are available by Fax on Demand at (850) 922-3676.

**FOR EXHIBIT SPACE AVAILABILITY OR FOR MORE INFORMATION, CALL (386)364-1826  
WWW.MEGACONVENTION.COM**