



Exhibitor Fact Sheet

LOCATION

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

CONVENTION HOURS

Exhibitor Set-up

Thursday, March 24th, 2pm - 10pm
Friday, March 25th, 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 27th, 5pm - 11pm
(Exhibitors may not tear down until this time)

Open to the Public

Fans who are **pre-registered** may enter early on Friday
Friday, March 25th, 12pm - 1pm

General Public

Friday, March 25th 1pm - 7pm
Saturday, March 26th, 10am - 6pm
Sunday, March 27th 10am - 5pm

HOTEL INFORMATION

Doubletree International
10100 International Drive
Orlando, Florida 32821

Room rate: \$119.00

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

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

PHONE/INTERNET SERVICE

Smart City
(888) 446-6911
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 • e-mail: 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**