

IMPORTANT DEADLINES*

FORM or INFORMATION:	RETURN TO:	DEADLINE:
Advance Warehouse Accepted	Expo CCI	July 1, 2025 to July 23, 2025
Direct Shipments Accepted	Expo CCI	only on August 1, 2025 (from 8:00 AM - 4:30 PM)
Material Handling Authorization	Expo CCI	BEFORE YOU SHIP ANYTHING
Health Permit	Helen - TheFitExpo	July 1, 2025
Exhibitor Appointed Contractor Notice & EAC Certificate of Insurance	Expo CCI	July 16, 2025
Edlen Advance Price Deadline: Electrical, Lighting & Plumbing	Edlen Electrical	July 14, 2025
Certificate of Liability Insurance	Helen - TheFitExpo	July 14, 2025
Booth Cleaning Discount Deadline	Expo CCI	July 16, 2025
Ice/Water Orders	Aramark Foods	July 14, 2025
Seller's Permit	Helen - TheFitExpo	July 14, 2025
Sampling Authorization	Helen - TheFitExpo	July 14, 2025
MNM AV Advance Price Deadline: AV, LED Video Walls, Lighting	MNM Production Services	July 14, 2025
Smart City Internet	Smart City	July 14, 2025
EXPO CC Advance Price Deadline: Furniture, Carpet & Labor	Expo CCI	July 16, 2025

***DATES SUBJECT TO CHANGE. PLEASE CHECK THE EXHIBITOR PORTAL FOR UPDATES.**

LIVE FLOOR PLAN & BOOTH NUMBERS

<https://thefitexpo.com/floorplan-anaheim>

EXHIBITOR PORTAL

<https://thefitexpo.com/exhibitors/exhibitor-portal-anaheim>

Logins for the Exhibitor Service Manual will be sent to the email address listed on your contract shortly after it is received. Logging in to **Expo CCI** website will allow you to place orders for furnishings, carpet, labor, freight handling, etc. online. You will also have access to important show information, local union regulations, shipping labels and much more.

If you did not receive your login credentials via email, please reach out to **Expo CCI** via email at info@expocci.com or call their Exhibitor Service Department at (305) 751-1234.

EXHIBIT HALL SCHEDULE*

The exhibit hall is at the Anaheim Convention Center

Friday, August 1, 2025	Exhibitor Move-In	8:00 am – 6:00 pm
Saturday, August 2, 2025	Exhibit hall open*	10:00 am – 5:00 pm
Sunday, August 3, 2025	Exhibit hall open*	10:00 am – 5:00 pm
Sunday, August 3, 2025	Exhibitor Move-Out	5:00 pm – 10:00 pm
Sunday, August 3, 2025	Re-route Freight	10:00 pm

**Exhibitors are allowed admittance to the exhibit hall 2 hours prior to the show opening and must leave the exhibit hall ½ hour after the exhibit hall closes. Fire Marshal regulations prohibit dismantling exhibit space prior to close of show out of safety concerns for attendees and persons on show floor.*

PLEASE NOTE:

All exhibit personnel are expected to make travel arrangements in accordance with the official exhibit hall schedule. As a courtesy to other exhibitors and all conference attendees, exceptions to installation and dismantle times will not be allowed on the basis of flight times or any other travel arrangements.

Children Under Age 18:

Per convention center rules, children under the age of 18 are not permitted on the show floor during exhibitor move-in (installation) days and move-out (dismantle) hours. No exceptions will be made.

Shoes:

Closed toe shoes need to be worn at all times in the exhibit halls and docks. No access will be granted to the exhibit halls or docks if the shoe policy is not followed. No open-toed footwear, sandals or flip flops allowed.

Installation & Dismantle

All displays are to be completely installed by 9:00 am on Saturday before the show opens. Dismantling and removal of displays may not begin before 5:00 pm on Sunday and must be completed by 9:00 pm the same day. All installation & dismantle must abide by the local union rules and regulations, which can be found on Expo CCI's website or in your exhibitor manual.