

SPORTS GRAPHICS

DATA
DESIGN
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2.26.2020 ■ SVA THEATRE ■ NEW YORK CITY

AN **SVG** FORUM

TABLETOP EXHIBIT LOGISTICS

February 26, 2020

Move In - 8:00 - 8:45 AM

Exhibits Open - 8:45 AM - 5:15 PM

Move Out - 5:15 - 6:00 PM**

***Must have all materials removed by 6:00 PM.*

TABLETOP INCLUDES:

(1) 6 ft. Table with Table Cloth

(2) Chairs

5 Amps Power

3-Outlet Extension Cord**

***Please bring power strip if more than 3 sockets needed.*

INBOUND SHIPPING

SHIP TO ADDRESS:

SVA Theatre

c/o Sports Video Group - 2/26

333 West 23rd Street

New York, NY 10011

Please send the following

to Katie Champion at katie@sportsvideo.org

- Shipping Company Name (ie. FedEx)
- # of Packages
- Tracking Number(s)
- Est. Delivery Date(s)

INBOUND SHIPPING NOTES FROM VENUE:

- Most deliveries and pick-up are acceptable between 10 AM - 5 PM, Monday - Friday.
- Label all boxes / packages with the event start date and name and should be delivered 2-3 days prior to your event.
- Notify the delivery person that all packages over 15 lbs should be delivered to the basement (down one flight, no elevator).
- Important Note: FedEx / UPS / DHL will not deliver any package to our basement area.

OUTBOUND SHIPPING

3RD PARTY SHIPPER:

- Please schedule pick up time between 5:30 and 5:45 PM.
- Room must be cleared of equipment and people by 6:00 PM.
- Any pickups after 6:00 PM will have to be rescheduled to the following morning.
- Large materials will be stored in basement.

FEDEX / UPS:

- Please make sure to bring printed return labels for each box.
- Boxes must be secured and have return labels attached post-show.
- FedEx / UPS pick up will be scheduled for the following morning.

SECURITY

SVG cannot guarantee against loss or damage of any kind.
We advise you to staff your table at all times and do not leave valuables unattended.