








OCTOBER 18-20, 2022 • ORLANDO, FL

Orange County Convention Center - Level 1 North-South Hall

#### TARGET MOVE-IN SCHEDULE

-  Wednesday, October 12, 8 a.m.
-  Wednesday, October 12, 1 p.m.
-  Thursday, October 13, 8 a.m.
-  Thursday, October 13, 1 p.m.
-  Friday, October 14, 8 a.m.
-  Friday, October 14, 1 p.m.
-  Saturday, October 15, 8 a.m.

----- NO FREIGHT AISLES

#### IMPORTANT MOVE-IN INFORMATION:

- Check your assigned freight delivery on this target schedule. Advance hipments sent to the Freeman Warehouse will be delivered to your booth on or before your target date and time.
- Target time is per truck check-in and does not necessarily represent the time your truck will be unloaded.
- Oct. 11th is designated as Official General Contractor day and only Freeman labor is permitted to work. EAC's who are granted permission to come in on Tuesday, October 11th, can supervise work only.
- The OCCC is the exclusive provider of rigging. Pre-rigging requests can be coordinated in advance through their exhibitor services team. All rigging requests must be approved by NBAA Show Management.
- **IMPORTANT:** If you are delivering display items direct to showsite and are scheduling exhibit labor, make arrangements at least 4 hours after your scheduled target time.
- Should you wish to change your target date, \*\* please send a written request via email to: [orlandotargetchanges@freeman.com](mailto:orlandotargetchanges@freeman.com) with a copy to [exhibits@nbaa.org](mailto:exhibits@nbaa.org)
- Exhibitor MOVE-IN Hours: 0800-1700 daily on a targeted basis.
- Exhibitors requiring to work extended hours (after 1700) must submit a written request to: [exhibits@nbaa.org](mailto:exhibits@nbaa.org) and pay appropriate fees as required.
- Exhibitors who wish to come in AFTER your targeted date/time do NOT need to submit a request.

#### PLEASE NOTE:

- All freight trucks and Personal Occupied Vehicles (POVs) must check in at the Freeman Marshalling yard before accessing the OCCC on your assigned target date.
- Trucks will be greeted by a Freeman representative on a first-come, first-serve basis.
- Once paperwork is finalized, Freeman will dispatch each truck as freight doors become available.
- EXHIBITOR MOVE-OUT:
  - Move out for OCCC Exhibitors will begin at 1500 on Thursday, Oct. 20, 2022.
  - All exhibit materials must be completely dismantled and packed into crates and secured by 1700 on Saturday, Oct. 22nd.
  - Freeman will be returning empty crates as soon as the aisle carpeting is removed from the exhibit floor. The entire process to return empties could take approximately 8 hours (inclement weather may delay this process).
  - Please plan accordingly

**\*\*NEW FOR 2022 NBAA-BACE:  
NO TARGET CHANGES AFTER SEPTEMBER 30.**

*Floor plan as of August 29, 2022  
and is subject to change*

**Freeman.**

Disclaimer - This floor plan is preliminary and subject to change pending review and official approval by all authorities having jurisdiction. Every effort has been made to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a consideration in the construction or usage of an exhibit, it is the sole responsibility of the exhibitor to physically inspect the facility to verify all dimension and locations.  
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