



# New England Winter Expo

## Rhode Island Convention Center—Providence, RI

**RICC**  
**One Sabin Street**  
**Providence, RI 02903**

EXHIBITOR MOVE IN	Sunday January 5	8:00 am to 7:00 pm
DATES & HOURS	Monday January 6	9:00 am to 6:00 pm
	Tuesday January 7	9:00 am to 6:00 pm
	Wednesday January 8	9:00 am to 6:00 pm
	Thursday January 9	9:00am to 2:00 pm
BREAK DOWN	Thursday January 9	3:00 pm to 10:00 pm

**FORMAT:** We will be using the Rhode Island Convention Center exhibit hall. The hall will have aisle carpeting. The event will be promoted on the 360 Adventure Collective website, e-mail newsletters and with a postcard mailer. A listing of participating reps that purchase booth space with their product lines will also be available on the website and in the Show Program. **It is the responsibility of each individual exhibitor to make appointments for the show.**

**STORAGE:** Due to Fire Marshal regulations, **NOTHING** may be stored between the drape/behind your booth. We have storage available (location TBD).

**SET-UP: Sunday, January 5th, 8:00 am to 7:00 pm** You must be out by 7pm—there are no exceptions. There will be porters available during set-up and break-down provided by the decorator. **Beware we are in a Union Building and must adhere to their guidelines.** Loading dock is located on West Exchange Street 1/8 mile west of the North Garage Entrance.

**BREAK-DOWN:** Removing a Display or Merchandise from your booth prior to the set break-down time will incur a **\$1,000 fine** and loss of seniority number for one year, payable on site. **Porters will be available, BUT are NOT REQUIRED!**

**VEHICLE PARKING:** Discounted 4-day passes and 5-day passes are available for \$80/\$100. Both passes allow unlimited enter/exit privileges. Passes must be ordered in advance of the show via 360AC. Height clearance is 6' 6". **NO TRAILERS** can be left in the parking garage.

**OVERSIZED VEHICLE PARKING:** Please submit form on page 5. Cost is **\$75 per vehicle**. You **MUST** fill out the form and sign up in advance of the event.

**FOOD/CONCESSIONS:** The RICC Concession is open for breakfast and lunch daily and the Metro Cafe. Please no outside food be brought into the hall.

**SECURITY:** The hall will be unlocked at 8:00am and **LOCKED at 6:30pm**. Everyone must be **OUT OF THE HALL by 7:30pm**. Once you leave the hall you will not be allowed back in until the next day.

**ELECTRICAL:** Can be purchased when submitting your booth application OR through the on-line service with the Rhode Island Convention Center at this address: <http://www.riconvention.com/exhibitors/online-exhibitor-services>

**SHIPPING:** RICC Attn: 360AC/Capital./ Rep Name, One Sabin Street, Providence, RI 02903. We will offer small package delivery to your booth; **Limit 3 packages per day** not to exceed 20 lbs. Any additional packages or additional weight, you will incur Drayage Fees. Packages may arrive beginning Saturday January 4th, 2025.

**ASSISTANTS + COMPANY PERSONNEL:** Any company personnel attending must abide by the same 360AC Show Rules, which means they are required to pay the \$150.00 assistant fee. Fees may be paid on site during set-up. If company personnel have attended the event without payment, the rep that purchased space will be invoiced

**INTERNET:** A private secured WIFI network will be available to Exhibitors only for FREE. Retailers can take advantage of the facility-provided wifi available in 30 min increments.

**MEMBERSHIP MEETING:** Sunday January 5th at 5:00 pm, location TBD.

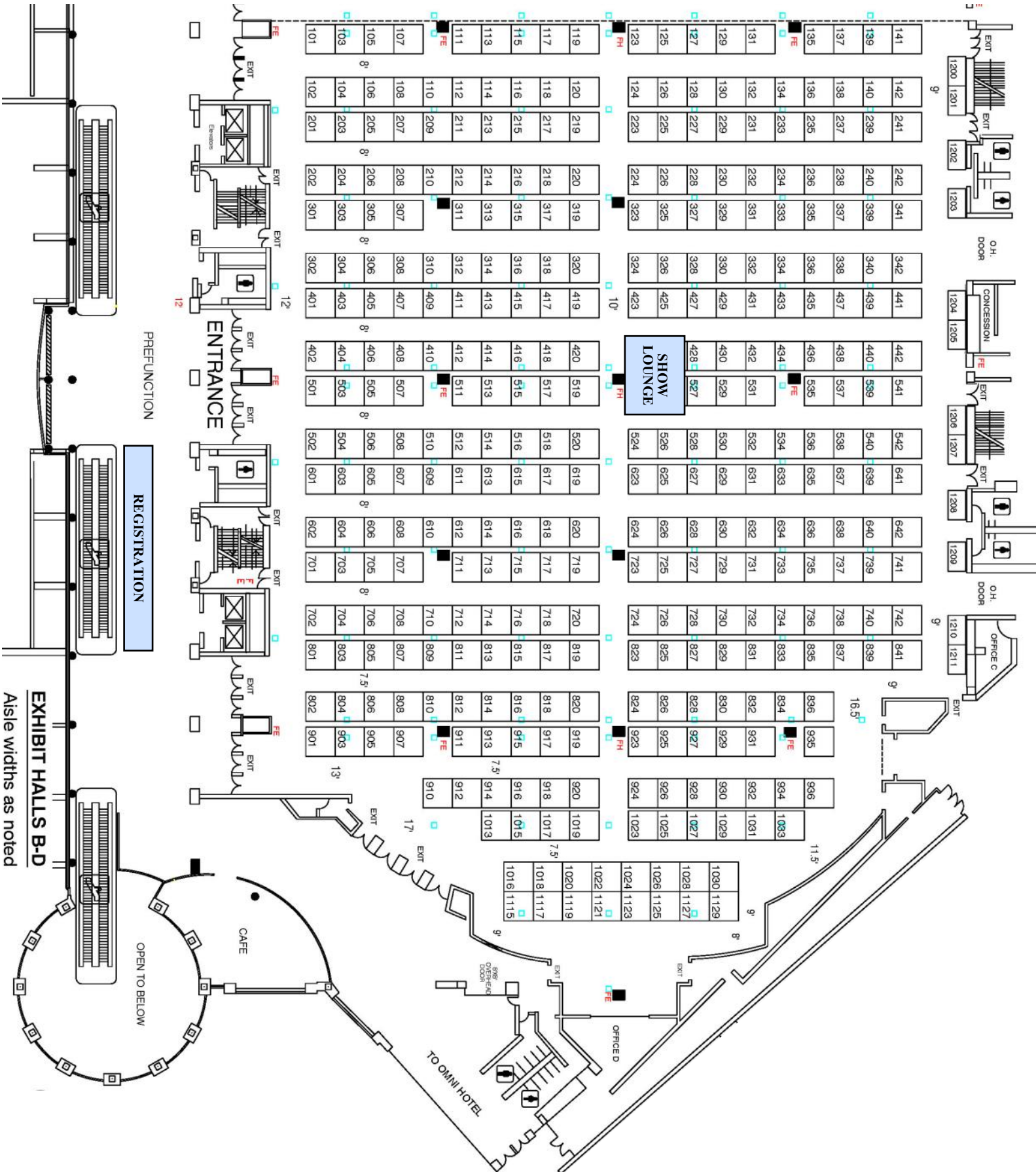
**HOST LODGING FACILITIES:** Hotel books are available with: Hilton Garden Inn, AC Hotel by Marriott, and Homewood Suites. Please see the event page on the 360 AC website for more details.



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**NEW LAYOUT FOR 2025!**



Aisle widths as noted

EXHIBIT HALLS B-D

REGISTRATION

PREFUNCTION

ENTRANCE

CAFE

OPEN TO BELOW

TO OMNI HOTEL

OFFICE D

OFFICE C

CONCESSION

SHOW LOUNGE