

Exhibitor Conference Schedule (as of 2.18.20) – **SUBJECT TO CHANGE**

This schedule has been developed specifically for you to aid in your planning. The attendee schedule published on the conference Web site will not include this level of detail. Please note the release date to be sure you are viewing the most up-to-date version. *All times are subject to change.*

The show floor is located on level 1 of the North/South building of the Orange County Convention Center (OCCC). The OCCC floor plans may be viewed on the [Floor Plan and Space Selection page](#) of the Exhibitor Information Site, and, when available, the show floor plan will be posted on this page.

Install and Move-In Schedule –

Thursday, May 7–Monday, May 11

- Sunday, 5:00 p.m.: Any remaining crates that require a forklift for removal must be emptied, labelled, and in the aisle.
- Sunday, 5:00 p.m. to Monday, 5:00 p.m.: Set-up items such as tool boxes can remain within your own exhibit space. Final touch-ups to your exhibit, including lighting adjustments, are allowed until 5:00 p.m.
- Monday, 5:00 p.m.: All set-up items must be removed from the show floor.
- Monday, 5:00 p.m.: All exhibits must be “show ready”. Any exhibit not set up by this time may be removed from the show floor at the exhibitor’s expense.
- **Monday 5:00 p.m.: The show floor will close and we ask that exhibitors exit the show floor at this time.**

Move-in schedule for each package level.

Exhibit Level	Times	Thursday May 7	Friday May 8	Saturday May 9	Sunday May 10	Monday May 11
Sapphire	8:00 a.m.–5:00 p.m.	x	x	x	x	x
Onyx	8:00 a.m.–5:00 p.m.	x	x	x	x	x
Diamond	8:00 a.m.–5:00 p.m.		x	x	x	x
Emerald	8:00 a.m.–5:00 p.m.			x	x	x
Emerald Plus	8:00 a.m.–5:00 p.m.					x
Ruby	8:00 a.m.–5:00 p.m.					x
Pod	12:00 p.m.–5:00 p.m.					x

Registration Hours

Hours	Locations
Sunday, May 10	
12:00 p.m.–11:00 p.m.	Orlando International Airport – baggage claim level
1:00 p.m.–5:00 p.m.	South Concourse, OCCC
Monday, May 11	
7:00 a.m.–6:00 p.m.	South Concourse, OCCC
9:00 a.m.–11:00 p.m.	Orlando International Airport – baggage claim level
Tuesday, May 12	
7:00 a.m.–6:00 p.m.	South Concourse, OCCC
Wednesday, May 13	
7:00 a.m.–6:00 p.m.	South Concourse, OCCC
Thursday, May 14	
8:00 a.m.–5:30 p.m.	South Concourse, OCCC

Exhibitor Conference Schedule (as of 2.18.20) continued

Show Floor Schedule – subject to change

Important: During the keynotes, please do not schedule booth presentations or demos.

*** At your discretion, you may choose to staff your booth with a skeleton crew starting about 8:00 a.m. and during the keynotes as attendees will be on the show floor. While the published doors open time is 8:00 a.m., doors could open earlier for crowd control reasons. We ask that you be prepared.**

Tuesday, May 12

7:00 a.m.	Show floor doors open to exhibitors
8:00 a.m.	* Show floor doors open to attendees for the keynote (<i>important, see * note above</i>)
9:00 a.m.–10:00 a.m.	Opening keynote – overflow seating in show floor theaters
10:00 a.m.–4:30 p.m.	Exhibitors, SAP, and ASUG Hub areas open
11:00 a.m.–2:00 p.m.	Lunch
4:30 p.m.–5:30 p.m.	Keynote – overflow seating in show floor theaters* (<i>important, see * note above</i>)

Wednesday, May 13

7:00 a.m.	Show floor doors open to exhibitors
8:00 a.m.	* Show floor doors open to attendees for the keynote (<i>important, see * note above</i>)
9:00 a.m.–10:00 a.m.	Keynote – overflow seating in show floor theaters
10:00 a.m.–4:30 p.m.	Exhibitors, SAP, and ASUG Hub areas open
11:00 a.m.–2:00 p.m.	Lunch
4:30 p.m.–5:30 p.m.	Keynote – overflow seating in show floor theaters* (<i>important, see * note above</i>)

Thursday, May 14

7:00 a.m.	Show floor doors open to exhibitors
8:00 a.m.	* Show floor doors open to attendees for the keynote (<i>important, see * note above</i>)
9:00 a.m.–10:00 a.m.	Keynote – overflow seating in show floor theaters
10:00 a.m.–4:30 p.m.	Exhibitors, SAP, and ASUG Hub areas open Please be respectful of other exhibitors conducting business and attendees and do not pack up before 5:30 p.m.
11:00 a.m.–2:00 p.m.	Lunch
4:30 p.m.–5:30 p.m.	Keynote – overflow seating in show floor theaters* (<i>important, see * note above</i>)

Dismantle and Move-Out

Dates	Times
Thursday, May 14	5:30 p.m.–10:00 p.m. Please be respectful and do not pack up before 5:30 p.m.
Friday, May 15	8:00 a.m.–5:00 p.m.
Saturday, May 16	8:00 a.m.–5:00 p.m.
Sunday, May 17	8:00 a.m.–4:00 p.m.