



General Expo Information

Location of Expo:

Gaylord National Resort and Convention Center
Prince George Exhibit Halls A/B/C

Conference Dates: May 15-19, 2018

Exposition Dates: May 16-18, 2018

Exhibit Hall Schedule*:

Wednesday, May 16

3:15 p.m. – 6:30 p.m. – Expo Grand Opening
Dessert Extravaganza & Cocktail Reception

Thursday, May 17

11:45 a.m. – 7:30 p.m. – Expo Open
11:45 a.m. – 2:30 p.m. – Networking Lunch in Expo
2:30 p.m. – 5:00 p.m. – Expo Soft Close
(During this time, attendees and exhibitors may enter, but education workshops are in session)
5:00 p.m. – 7:30 p.m. – Cocktail Reception/Dinner
APA Gift Distribution
6:30 p.m. – 7:30 p.m. – Chapter Costume Contest &
Exhibitor Prize Drawings

Friday, May 18

9:30 a.m. – 11:00 a.m. – Expo Open
10:30 a.m. – 11:00 a.m. – Exhibitor Prize Drawings

Move-In/Move-Out

Move-In:

Monday, May 14 Appointment Only – Contact Yolanda Ramirez to schedule your appointment
Tuesday, May 15 7:00 a.m. – 7:00 p.m.
Wednesday, May 16 8:00 a.m. – 12:00 p.m. – All Exhibits **MUST** be Completely Set-Up by 12:00 p.m.

Move-Out:

Friday, May 18 11:15 p.m. – 8:00 p.m.
Saturday, May 19 8:00 a.m. – 2:00 p.m.

All carriers must check in by 8:00 a.m. on Saturday, May 19 otherwise they will be rerouted onto the show carrier at the Exhibitor's expense.

**Note: this information is subject to change at any time and without notice.*

Inquiries about the show may be directed to Yolanda Ramirez, CEM at:

E-mail: ExpoTeam@americanpayroll.org **Phone:** 210-281-3968