

L&L Exhibition Management
7809 Southtown Center, #200, Bloomington, MN 55431
(952) 881 – 5030 • 1 (800) 374 - 6463

EXHIBITOR INFORMATION

South Florida Condo & HOA Expo
Tuesday, October 17, 2023
Hyatt Regency / James L Knight Center

LOCATION

Hyatt Regency (Downtown) / James L Knight Center
Riverfront Hall
400 SE 2nd Ave
Miami, FL 33131

SHOW HOURS

Tuesday, October 17th 10:00 AM – 2:30 PM*
*Pre-show seminars begin at 9 AM

MOVE-IN

Monday, October 16th 12 PM – 4 PM
Tuesday, October 17th ** 7 AM – 10 AM

If possible, please move your booth in on Monday during normal move-in hours.

****Limited move-in on Tuesday. Exhibits must be completely set up prior to show floor opening at 10:00am.**

MOVE-OUT

Tuesday, October 17th 2:30 PM – 7 PM

Booths are not to be dismantled or moved out prior to 2:30pm. All booths must be moved out by 7pm.

DIRECTIONS / MOVE-IN INSTRUCTIONS

Please view the detailed loading dock directions and instructions on pages 2-4 of this document.

ANSWERS TO FAQ QUESTIONS

-You will be provided with a skirted table, two chairs, and a wastebasket per booth.

-Your company will receive exhibitor badges from the on-site show manager upon move-in.
If you need additional badges or reprints, we will be able to facilitate that on-site during move-in hours.

-If you need to order electrical service, please contact **Edlen Electrical at 305-623-5335.**

-If you need to contact show management at any time, please call L&L Exhibition at **(800)-374-6463.**



James L. Knight Center

Loading Directions James L. Knight Center

The James L. Knight Center is connected to the Hyatt Regency Miami in Downtown Miami. When navigating to our property you can use either address as we share a loading dock through the James L. Knight Center.

GPS Address for Venue:

400 SE 2nd Ave
Miami, FL 33131
305-416-5970
www.jlkc.com

GPS Address for Loading Dock:

120 SE 4th Street
Miami, FL 33131

Overall Information:

- The loading dock is located on SE 4th Avenue next to the James L. Knight Center and the River Park Hotel
- Trucks 26' to 53' will block traffic and it is the responsibility of the event to order police through the Operations Manager. No lanes of traffic should be blocked without a City of Miami Police Officer on site. **If traffic lanes are blocked no loading or unloading of equipment will be permitted without a City of Miami Police Officer on site.**
- The dimensions of the freight elevator are 20' long by 10' wide by 10' high. The elevator will accommodate up to 20,000 lbs
- The doors opening at the exhibition hall level are eight feet high, with height access being further limited by a minimum ceiling height of 6'10" in the rear entrance corridor and 6'8" doors into the hall. The entrance from the rear service corridor is via a double 36" door, or a maximum width of 72".
- Vendors please remember if you need to access the loading dock to unload your vehicle, you will need to unload everything from your vehicle and then move your car as you **cannot** leave it unattended or it will be towed at your expense. Please follow general parking directions located at the Miami Tower connected to our building via a glass covered walkway once car is unloaded.
- The James L Knight Center does not provide any carts or assistance unless arranged with the Director of Operations prior to the event. It is the vendor's responsibility to bring their own equipment.

Load Out:

- Vendors exiting the event will follow the same directions as loading in.
- Please do not leave the event before it is finished.
- Please clean up after yourself.
- PLEASE NOTE: James L Knight Center will not be responsible for any items left behind. Please make sure and double check you have all your items.

Loading an Automotive Inside Main Hall:

- It is very important to arrange a time to load in any automobile with Operations Manager prior to event.
- To load the vehicles into the footprint, please drive to the valet circle of the Hyatt hotel
- As you are facing the front of the hotel, to the right is an area where your vehicle can drive onto the sidewalk to enter the building.
- Please note if you are not willing to "jump" the curb which is approximately 6" then you must bring a ramp to clear the curb
- Once on the sidewalk please drive around to the right of the building where you will see large oversized doors where your vehicle can enter
- From there, drive through the lobby and make a right through the garage door which is 10' high by 10' wide



James L. Knight Center

Loading Directions James L. Knight Center

- directly across from the Box Office and Enterprise and park in your designated spot.
- Once parked, it is required that the battery be disconnected while inside during the time of the event.
- Please make sure not to have more than 1/4 tank of gas in the vehicles and have the gas cap locked or sealed with tape
- Please bring plastic sheeting to be placed under all wheels and under the body of the vehicle



Parking for Oversized Vehicles:

- The Burdines Parking Lot across from Avis Car Rental is where you can park over-sized vehicles, trucks, RV's, etc. You must arrange parking in advance via the following:
Burdines Parking Lot managed by M & M Parking
60 S.E. 2nd Street
Miami, FL 33131
Luis Parejo: (305) 970-5516
Andrew Merrelli: (305) 803-3369

Directions to Loading Dock:

120 SE 4th Street
Miami, FL 33131

From I-95 North:

From I-95 head south and follow signs to downtown
Stay left and take exit 2C-A toward Biscayne Blvd/ Downtown
Keep left to take the Miami Ave ramp
Keep left at the fork in the ramp.
Turn right onto S Miami Ave
Take an almost immediate turn left onto SE 3rd St
Turn right onto SE 2nd Ave, the loading dock will be on your right directly passed the River Park Hotel.

From North or West of Coral Gables:

Take US 1 (North Dixie Highway)
Merge onto I-95 North.
Take exit 2A on the right, towards Biscayne Blvd/Downtown
Keep right to take the SE 1st Ave ramp then keep straight
Keep right at the fork in the ramp



James L. Knight Center

Loading Directions James L. Knight Center

Turn left onto SE 3rd St

Turn right onto SE 2nd Ave, the loading dock will be on your right directly passed the River Park Hotel.

From South of Coral Gables:

Take US 1 (North Dixie Highway)

Merge onto I-95 North.

Take exit 2A on the right, towards Biscayne Blvd/Downtown

Keep right to take the SE 1st Ave ramp then keep straight

Keep right at the fork in the ramp

Turn left onto SE 3rd St

Turn right onto SE 2nd Ave, the loading dock will be on your right directly passed the River Park Hotel.

Venue Contact:

Juan Jarquin Operations Manager

305-416-5971 or JJarquin@jlkc.com

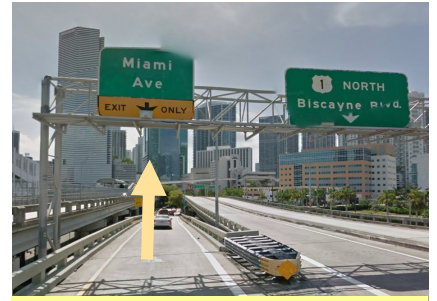
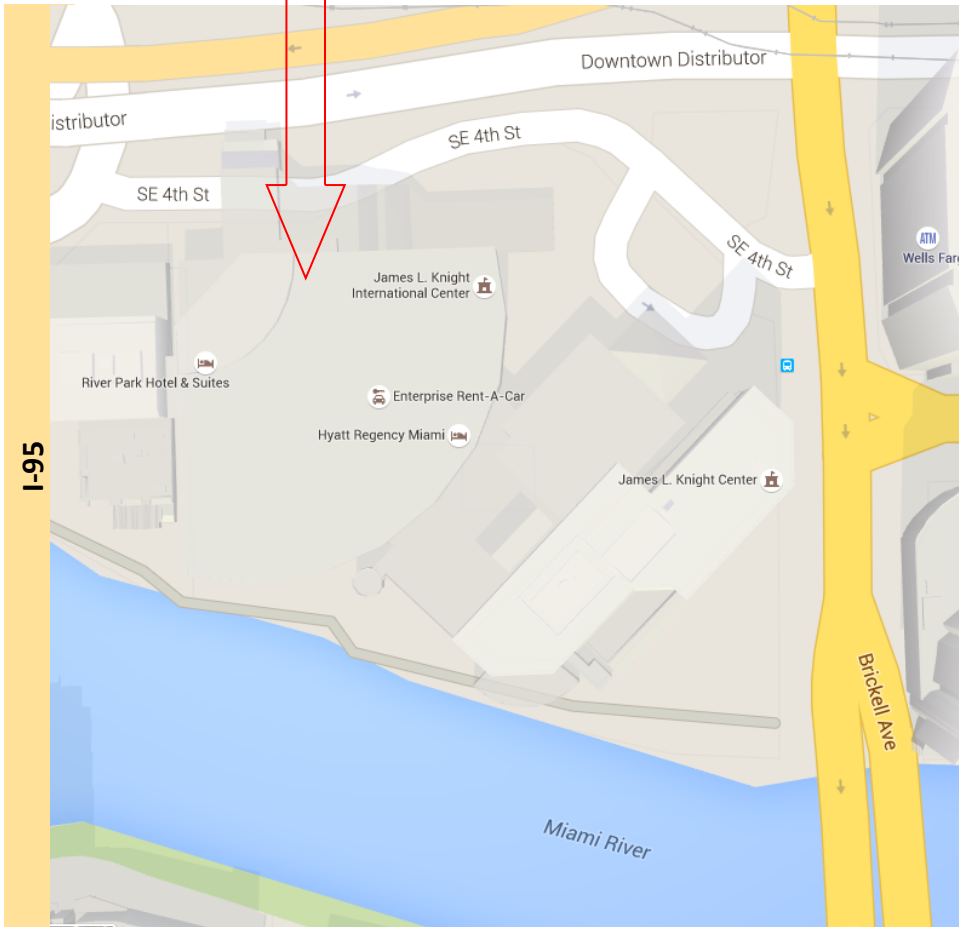
LOADING DOCK

James L. Knight Center

120 SE 4TH STREET

MIAMI, FL 33131

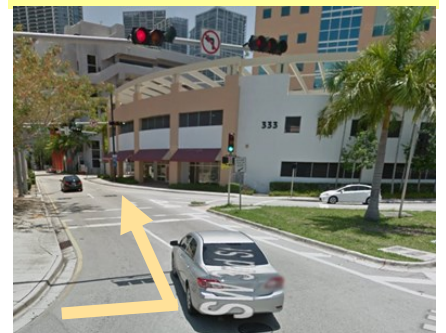
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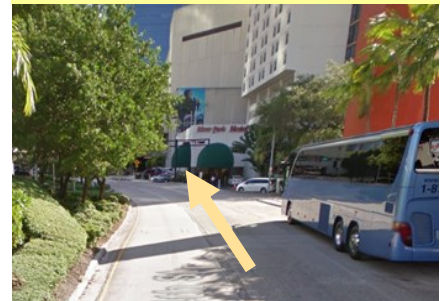
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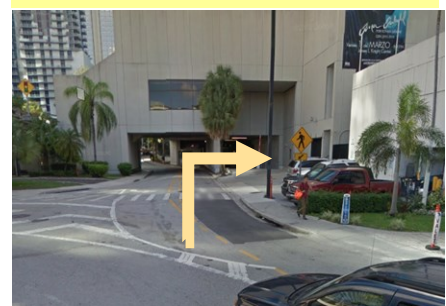
TURN RIGHT ON S. MIAMI AVE



IMMEDIATE LEFT ON SE 3RD ST



KEEP RIGHT TOWARDS RIVER PARK HOTEL



LOADING DOCK WILL BE ON RIGHT AFTER RIVER PARK HOTEL



LOADING DOCK