

Manufacturer WELCOME PACKET

The logo for "Designed Edge Florida" is centered on a black rectangular background. The word "design" is in a thin, lowercase, sans-serif font. Below it, the word "edge" is in a large, bold, lowercase, serif font. To the right of "edge", the word "Florida" is in a smaller, bold, lowercase, sans-serif font. A thin white line forms a partial rectangular frame around the text, starting from the left of "design", going down, then right, then up, and finally right to the right of "edge".

design
edge
Florida

March 25-26, 2026
Gaylord Palms Resort & Convention Center

www.designedgeco.com



Thank you for choosing to participate in Design Edge in beautiful Orlando, Florida. We appreciate your partnership and want to make sure you have all the necessary information to make the most of your investment of time and resources. This packet includes your **Key Deadlines Checklist** to ensure maximum success! Some of this information is subject to change, so for updates, please check your **Online Portal** periodically so you don't miss a thing! Looking forward to seeing you in Florida this Spring.

Warmest regards,

Lee

Lee Hershberg, CEO
Design Edge

WELCOME

KEY DEADLINES

12/01/25	Submit Wall Configuration + Paint Color (if not SW7577)
12/01/25	Submit Hanging/Chandelier Requirements
01/23/26	Utilities Orders Due (AV, Internet, Electrical)
01/23/26	Submit Caravan Requests (Pre & Post Show) to AIT
01/23/26	Move-In/Move-Out Labor Requests Due
02/13/26	Final Balance Due to Design Edge
02/13/26	Buyers Guide Content Submission Due
02/22/26	Hotel Room Block Closes
02/27/26	Lead Retrieval Order Due
02/23/26	Advance Warehouse Receiving Begins
02/27/26	Caravan Pallets & Dimensions Due to AIT
03/19/26	Advance Warehouse Receiving Ends
03/23/26	Manufacturer Move In
03/24/26	Manufacturer Move In
03/24/26	Manufacturer Welcome Reception
03/25/26	Design Edge Orlando Day 1
03/26/26	Design Edge Orlando Day 2
03/30/26	Post Show Warehouse Pickup Begins
04/03/26	Post Show Warehouse Pickup Ends



DUE

DECEMBER 1

SUBMIT TO: RACHEL@RMAPLES.CO

01

Provide Wall Configuration

Click [here](#) for booth configuration options. Please provide as many details as possible, along with a drawing or image of your requested layout. Once submitted, our team will contact you with confirmation of your layout.

02

Paint Selection

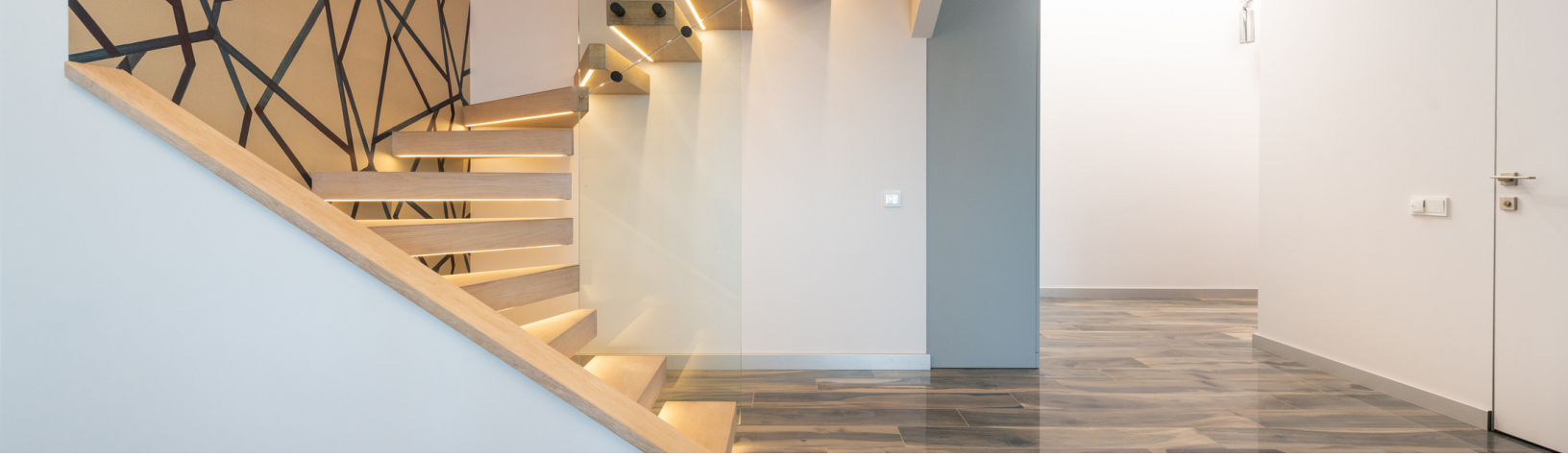
Unless otherwise specified before the deadline, walls will be painted with High Reflective White - **SW 7577**. Please provide Color Name and Code for alternate wall paint color. Post deadline requests to incur \$500 fee.

03

Hanging Kits

Chandelier/Hanging Kits are available for a fee. Fixtures should be secured from the cross bars of the booth structure, at a height of 9-feet. (A 12-foot hang option is also available.) Hanging kits provided upon request only.





DUE

JANUARY 23

SUBMIT TO: RACHEL@RMAPLES.CO

01

Shipping Caravan

Design Edge offers a Shipping Caravan pre-show and post-show to help reduce shipping costs. Please advise if you will be using this service, so we can provide you with further details and connect you with [AIT](#) directly.

02

Labor & Move In Appointment Requests

Labor appointments are 2 hours with 2 workers per shift. Pre-scheduling required. Contact Rachel for additional labor. Move-In: MONDAY (3/23) 1PM - 7PM and TUESDAY (3/24) 8AM - 6 PM. Move-Out: THURSDAY (3/26) at 5PM - 9PM and FRIDAY (3/26) 8AM - 12PM.

03

In-Booth Utilities

Design Edge has partnered with leading industry providers of trade show services. You may place direct orders for additional electrical, AV, and Internet needs with the provided vendors prior to the deadline to ensure availability and preferred pricing. Ordering information to follow.





NEED TO KNOW



ELECTRICAL

All booth packages include **one 5-amp** quad box. Additional electrical orders should be placed directly with onsite service provider.



LEADS

Take charge of your leads with our industry proven Lead Retrieval solution, on your smartphone or tablet. **Click [HERE](#) for more information.**



LOGISTICS

Design Edge partner [AIT](#) will coordinate inbound and outbound shipping should you choose to take advantage of this service.



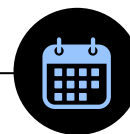
FOOD + BEVERAGE

Connect with Gaylord Palms Resort for your in-booth food and beverage needs. Outside food and beverage is prohibited per venue regulations.



HOUSING

Design Edge has reserved discounted room blocks at the onsite hotel **The Gaylord Palms Resort**. Room block closes **March 22**.



PORTAL

Your **Manufacturers Portal** contains important show updates and information, FAQs, and can be accessed 24/7 for your convenience.



MEET YOUR TEAM

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Money Saver!

design —
edge
**SHIPPING
SOLUTIONS**

POWERED BY



**DESIGN EDGE
CARAVAN**

- Pre-Show Service
- Post-Show Service
- Minimized Costs
- Real-Time Tracking

**STORE TO
HOME/OFFICE**

- White Glove Delivery
- Professional Assembly
- Spotless Cleanup
- Express Service Available

**FACTORY TO
STORE**

- Route Optimization
- Inventory Management
- Real-Time Tracking
- Minimized Costs

**FACTORY TO
HOME**

- Global Shipping
- Final Mile Service
- White Glove Delivery
- Professional Assembly

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