



Exhibit Logistics

ICALEO 2025 Exhibitor Information

CONFERENCE INFORMATION

Venue: Caribe Royale Resort | 8101 World Center Drive, Orlando, FL 32821

Conference Dates: October 13-16, 2025

Exhibitor Reception: 4-hour reception on the evening of Tuesday, October 14, 2025

DELIVERY INFORMATION

All Packages are managed by FEDEX at the Caribe Royale Hotel.

Delivery Dates: Packages can arrive no earlier than October 6th. Should they arrive earlier than that, a fee will be applied.

Labeling: Please ensure that all packages are labeled clearly as shown below:

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Caribe Royale Orlando
8101 World Center Dr
Orlando, FL 32821
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Caribe Royale Orlando
8101 World Center Dr
Orlando, FL 32821
Phone: 407.238.8436
Fax: 689.610.7060
Email: usa2959@fedex.com

Operating Hours

Mon.-Fri.: 7:00 a.m. - 6:00 p.m.
Saturday: 8:00 a.m. - 2:00 p.m.
Sunday: 8:00 a.m. - 2:00 p.m.

Please [click here](#) for more Shipping Instructions.

EXHIBIT INFORMATION

Set-Up: You may enter the Exhibit Hall located in the Caribbean Ballroom to set up your booth anytime on Tuesday, October 14, starting at 11 AM. **All exhibits should be set by 4:00 p.m.** for the Exhibitor Reception.

- To ensure that your packages are successfully handled, please go to the FedEx Office located inside the hotel to coordinate your package delivery to the exhibit hall. You may also email usa2959@fedex.com to request pre-authorization.

The following will be provided as part of your booth:

- **Tabletop Exhibit**
 - (1) skirted table*, (2) chairs, and (1) waste basket
- **10 x 10 Space****
 - (2) skirted tables*, (4) chairs, and (1) waste basket

**Table size is 6 feet x 30 inches wide with a black-colored skirt*

***Available as an add-on*

Teardown: Teardown will begin immediately after the Exhibitor Reception ends at 8:30 p.m. All materials must be removed from the Exhibit Hall by the end of the day on Tuesday, October 14th. A FedEx Authorization form **must** be filled out for your package to be fulfilled.

- To ensure your packages are successfully handled for Outbound Delivery, please make sure all packages have a return label. A secondary authorization form will be provided onsite if not already done for processing.
 - For any further assistance or questions, or concerns regarding FEDEX, you may contact them at 407.238.8436