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**IMPORTANT NOTICE TO ALL EXHIBITORS
PLEASE READ THIS ENTIRE SECTION
CAREFULLY**

Thank you for your planned participation in the “Final Five!”

Since we are at the **NORTH SOUTH BUILDING** within the Orange County Convention Center complex this year, there are a few details that we want to share with you in advance that might be useful to your attending the AENC week of events.

Attached are a few specifics that are intended to make your exhibiting experience as seamless and as enjoyable as possible.

Please review some of the “housekeeping” policies that all exhibitors will be expected to follow. This “World Class” facility is an exceptional show site and with that comes responsibility for our participants to be aware of so our future in Orlando can be assured.

**CLEAN-UP IS YOUR RESPONSIBILITY
AT ALL EVENTS AND AT ANY HOTEL PROPERTY**

Pooper scoopers will be placed at all x-pens, (please do not “borrow” them...we hate having to sit reviewing security tape footage to see where they go!) Clean-up personnel will be around the grounds and near all rings. If your dog soils the parking lot, show grounds or hotel property, it is your responsibility to clean up after it. Violators may be subject to an event committee hearing. The entire Convention Center (including all parking lots) and the hotels have 24 hour security cameras on their grounds. Anyone found to violate these premises without cleaning up will be subject to disciplinary measures that could result in suspension and the withholding of awards.

NO motorized vehicles of any kind are permitted in the facility at any time. There will be a designated area for “Golf Carts ONLY” near the South Exhibitor Entrance. This is the only place a Golf Cart can be parked.

No gasoline or diesel generators are permitted inside any building.

No Flexi-Leads or “Halter Leads” allowed inside the facility at any time.

**NO SOFT SIDED CRATES PERMITTED IN THE CONFORMATION GROOMING AREAS THEY ARE APPROVED FOR OBEDIENCE AND AGILITY CRATING SECTIONS ONLY.
NO TRAINING ON SHOWGROUNDS. USE OF PRONG COLLARS OR STANDING PEDESTALS CANNOT BE USED DURING SHOW HOURS. NO UNENTERED DOGS INSIDE THE BUILDING UNLESS IN ATTENDANCE AS A SPECIAL ATTRACTION DOG.**

EXHIBITOR UNLOADING PROCEDURE:

NO EXHIBITOR UNLOADING WILL BE PERMITTED INTO THE UNLOADING AREAS UNTIL MONDAY AT 2:00 PM.

LIMITED HOURS FOR VEHICLES THAT MIGHT ARRIVE EARLY

DO NOT PLAN TO ARRIVE BEFORE 7:00 AM ON MONDAY: DECEMBER 9TH!!!

NO VEHICLES WILL BE ALLOWED TO STAGE ON COUNTY ROADS BEHIND THE FACILITY. ALL VEHICLES ARRIVING BEFORE 2:00 PM WILL BE DIRECTED TO A HOLDING AREA THAT OPENS AT 7:00 AM ON MONDAY THE 9TH.

IF YOU ARRIVE BEFORE THE 2:00 UNLOADING TIME YOU WILL BE DIRECTED TO A “HOLDING AREA” THAT IS LOCATED AT THE INTERSECTION OF “TRADESHOW BLVD & DESTINATION PKWY. (ACROSS THE STREET FROM THE HILTON HOTEL) THERE YOU WILL RECEIVE A “PINK” UNLOADING PASS WHICH WILL BE COLLECTED AT THE SECURITY GATE IN ORDER TO GAIN ENTRANCE TO THE UNLOADING AREA ON MONDAY AT 2:00 PM.

YOU SHOULD BE AWARE THAT THE OPTION TO WAITING ON THE STAGING LINE WOULD BE TO ENTER THE PARKING LOTS VIA THE PARKING COLLECTION BOOTHS: PAY THE \$9.00 FEE (You have “in and out” access with this reduced parking fee) AND ROLL IN YOUR EQUIPMENT DIRECTLY FROM THE PARKING LOTS WHICH ARE VERY CLOSE TO THE MAIN UNLOADING DOORS. PLEASE VIEW THE [CONFORMATION UNLOADING MAP](#) TO SEE HOW CLOSE YOU CAN GET TO UNLOAD.

On Monday you will need to show ID in order to enter the unloading areas. The entry gate is controlled by the OCCC facility; they will restrict the number of vehicles as needed. It's imperative that you unload with speed so others can get in behind you. You will have 20 minutes to unload your vehicle. All vehicles will be required to turn off their engines and leave the flashers on. There will be show personnel and uniformed security to supervise this area. Please note that this day is considered as a “set-up” day for the facility and there is a local law that restricts any children from being in the building during the set-up of any event. Please do not bring children into the building on Monday. This does not include a junior showmanship exhibitor that is entered and accompanied by a parent or guardian.

YOU CANNOT DRIVE INSIDE THE BUILDING AT ANY TIME.

NEW THIS YEAR

“EUKANUBA SPECIAL EXHIBITOR SERVICE”

Eukanuba is offering complimentary unloading assistance for exhibitors on Friday, Saturday and Sunday for help in unloading and/or finding a grooming space. There will be a pink Eukanuba tent located at the North Exhibitors Entrance where you can drop off your equipment and register with a Eukanuba Service Representative. It is helpful if you arrive with at least two persons so one can park your vehicle while the other one goes with the person assisting them unload.

GROOMING AREAS

All grooming will be indoors.

Overnight Security will be provided. Building Hours are: 6:00 am to 11:00 PM.

ALL EXHIBITORS MUST BE OUT OF THE BUILDING BY 11:00 PM: NO EXCEPTIONS!

There is a very limited amount of space for chairs in the grooming area.

Grooming and crating areas will be supervised by “Kiarry Site Control” and “The Crew” who will be present to assist in the grooming areas. Anyone who refuses to cooperate with the staff of either company will be subject to disciplinary action.

INFORMATION ON THE OPEN AND ASSIGNED GROOMING PLEASE READ CAREFULLY!!!!

There will be one **Grooming Area** specifically dedicated for ALL crating and grooming, occupying over 140,000 square feet. This will be the only location where grooming will be permitted. The entire grooming area will have complimentary electric provided.

The Grooming Area will be overseen by Harry Miller and the Kiarry Site Control Staff. Please reach out to Harry’s staff if any problem or issue arises. Only his staff will have contact with the facility. No exhibitors are authorized to make requests of the facility and could be held responsible for any costs related to a request that is not approved by Harry’s staff.

Look for the men in the **“ORANGE JACKETS”!**

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“Open Grooming”

This area will strictly follow a set grid for “Crates/Tables/Aisles” without exception. This is a requirement to maintain access for exhibitor and spectators in this area. Complimentary shared electric outlets will be placed throughout this area and no one person may claim exclusive use of this service.

The Open Grooming areas will be arranged in “Rows & Aisles” to facilitate exhibitor space and ensuring a safe and smooth operation of the event. These areas are under strict enforcement of the Fire Marshals’ Regulations.

ALL CRATES AND TACK UNITS MUST BE STACKED IN THE OPEN GROOMING AREAS

Those with “Assigned Spaces” secured in advance.

Please note: The cutoff date for these assigned spaces WAS November 7, 2013

This space is available to you during the entire week of events. There will be a special “check in” desk located at the North Exhibitors Entrance staffed by Kiarry Site Control where your assigned space number will be confirmed.

“Junior Showmanship Only”

There is a reserved section located close to the Junior judging rings and the only dogs in this section are those dogs owned and exhibited by a competing Junior Handler and their family or guardian. No other exhibitors or handlers will be allowed to set up in this section.

“Eukanuba World Challenge Only”

The only dogs in this section are those dogs owned and exhibited by competing Eukanuba World Challenge competitors. No other exhibitors or handlers will be allowed to set up in this section

“Working Members of the Orlando Cluster”

This area is restricted to those members of the three cluster clubs that might also be exhibiting or have dogs for Meet the Breeds. This area will be monitored by the Orlando Cluster to insure proper use of the area.

By entering this show, exhibitors and handlers agree to follow all directions of the staff charged with arranging and maintaining safe and orderly conditions in the grooming areas.

There will be no saving of space under any circumstance. No floor rugs are permitted. Grooming Tables in excess of 24x36 will be regulated by Harry Miller and Kiarry Site Control. No soft-sided crates allowed in this grooming area. No drop pens can be set up in the grooming area

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regardless of the use. Any containment equipment (dollies or stroller type carts) used for small dogs must be kept in the crate or table designated space. Not in the aisles.

The grooming areas have 2,000 watt electric outlets every 20 – 25 feet which are available to all exhibitors as “shared usage”. Please take every precaution not to overload these outlets with high heat dryers. Electric at an event is closely monitored by the building Fire Marshal and anyone that attempts to overload the outlets puts the entire event at risk. Any unsafe practices will cause that outlet to be removed from service. We will re-set an outlet once. If you cause it to blow a second time it will be pulled from service for the remainder of the event(s). These outlets are meant for single dryer use ONLY. You will have the option to secure an outlet with more wattage at your own expense. Please take care to have any cords in use off the floor and/or firmly secured to prevent any trip hazards.

Those who want to secure exclusive use of an outlet may do so on-site by contacting the Harry Miller at the Service Desk. The cost for a 2,000 watt outlet is \$263.00 for the duration of the events.

PLEASE DO NOT OVERLOAD ANY OUTLET UNDER ANY CIRCUMSTANCE

BATHING STATIONS

There will be bathing stations available to bathe dogs. These will be located outside of the grooming area, in dock slip N 38. The Bathing Area is a covered, well lit area in one of the dock slips. Please check in with the Pure Paws booth if you need assistance and/or grooming supplies. Pure Paws is sponsoring the Bathing Station and they are happy to assist you. Please exercise care not to walk wet dogs inside the building, to avoid a safety hazard to the public attending the shows. Plan to wheel your wet dogs in a crate or carry them. We thank you in advance to pass this information along to those that will be doing the bathing.

BATHING CAN BE DONE DURING THE HOURS OF 6:00 AM AND 10:00 PM ONLY.

All exhibitors must leave the building by 11:00 pm so be sure to schedule your bathing times carefully!

Please consider bathing your dogs at home and only doing "touch ups" at the shows.

PRIVATE EXERCISE PENS WILL NOT BE ALLOWED IN THE BUILDING DURING SHOW HOURS.

There will be indoor and covered outdoor public exercise pens located just outside designated exhibitor entrances. There is a limited amount of grass for private ex-pens located adjacent to the exhibitor's entrances. No other grass area is approved for private ex-

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pens and any set up will be subject to removal by the grounds committee. No private ex-pens will be permitted to be set up in the building during show hours or on any area around the facility or hotels. Each hotel will have designated exercise areas for their guests with dogs. You are required to clean up after your own dogs at all times.

Private ex-pens are expected to be properly maintained for short term exercise and not as extended play areas. Any pens not kept clean or properly used will be subject to removal by the grounds committee. The facility requires sufficient aisles in the ex-pen areas. Any ex-pens set up blocking the aisles will be removed. Harry's staff will determine the number of ex-pens any one exhibitor or handler can erect.

PLEASE NOTE: THE FACILITY SPRINKLER SYSTEM WILL BE ACTIVATED EACH NIGHT BETWEEN THE HOURS OF MIDNIGHT TO 3:00 AM TO RINSE THE GROUNDS.

THE SHOW RINGS

All Toy and Terrier Breeds are scheduled in one area. This area will have "Ring Prep" zones near the rings.

Please note: some rings may be expanded to two rings for certain breeds on either day.

There are "ready ring areas" taped off in blue at each ring for the dogs about to be shown.

THIS AREA IS RESTRICTED TO ONLY DOGS WAITING FOR THEIR RING TIME OR POSSIBLY WAITING IF A CLASS HAS BEEN DIVIDED.

THE RULE IS: ONLY DOGS THAT ARE NORMALLY JUDGED ON A TABLE OR RAMP MAY BRING A CRATE OR A TABLE RINGSIDE.

IF YOUR DOG IS NORMALLY EXAMINED ON THE FLOOR OR GROUND:
YOU ARE NOT ALLOWED TO HAVE A CRATE OR TABLE RINGSIDE.

THIS WILL BE IN EFFECT FOR ALL THE SHOWS

The Fire Marshall will not allow crates or tables to block any aisles in case of an emergency. This will be strictly enforced. Do not attempt to bring crates or tables for any breeds that are examined on the floor ringside. All allowable equipment must be removed within 15 minutes of the conclusion of your breed judging.

[Click here for Saturdays ring layout](#)

[Click here for Sundays ring layout](#)

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PARKING

The OCCC facility controls the parking lots. We were able to secure a reduced rate of \$9.00 per space each day. We have arranged for "In and Out" privileges for the OCCC parking lots, but you should be aware that during peak times you might not get back into the same area you left.

YOU MUST PRESENT YOUR PAID OCCC PARKING RECEIPT FOR THAT DAY FOR FREE RE-ENTRY

SPECIAL ADVERTISING OPPORTUNITY FOR ONLINE PHOTOS OF YOUR ENTRY

Due to the size of our event catalog, we cannot accommodate pictures of every dog entered. We have a great option to have your dog's photos seen worldwide through our "Online Catalog." We will have all the results posted as soon as they are recorded and you can submit up to four photos of your dog that can be seen on this online catalog and will include your entire dog's entry information: Sire, Dam, Registration Number, DOB, Breeder(s)/Owner(s) and Full Title as of the date of the show. This catalog will be permanently archived on the AKC website and available every time anyone visits.

Here is the link to get your photos uploaded:

<https://www.akc.org/catalogphotos/>

[Submit Your Photo](#)

We can accept photos any time right up to the day of the show and after, if desired.

ADMISSION TICKETS

Each entry will be entitled to one Daytime Admission each day: Saturday and Sunday.

NEW: With your entry acknowledgement, you will receive an admission ticket for each day with a "Scannable Bar Code". Each ticket will allow admission for one person for one day. The ticket will be linked to a unique "Bar Code", specific to that entry. You can download these tickets to a Smartphone which can be scanned at the entrance. If you do not have the ticket "on your person": there is process for verification. There is only one admission per ticket. Once the ticket has been scanned it is considered used.

To save time please purchase your additional tickets online in advance or at one of the "Ticket Kiosks" located at the entrances to the building.

[Click here](#) to purchase your tickets online.

If you asked for your entry to be held by Onofrio, be prepared to show ID at pick up. You must provide a legible signature as the person taking responsibility of receiving the envelope. Special Pick-Up times:

