



### Move-Out Information

Monday, April 16  
Tuesday, April 17

6 pm – 10 pm  
8 am – 3 pm

**Deadline for removal of goods is 3 pm Tuesday April 17**

No dismantling of exhibits or packing of goods may be done prior to show closing at 5:00 p.m. on Monday, April 16. The large loading door will only be opened after the booths sitting in front of it have been completely dismantled. The gates at the left side of the building will not be opened until all aisle carpet has been removed. Please do not block any doors or gates with your vehicles.

Materials-handling crews will do their best to deliver storage items to you as soon as possible, however, some items may not be received until the morning of Tuesday, April 17.

During move-out, fork lifts and operators will assist you with the loading of goods as soon as possible after show closing. Please remember that all aisle carpet must be removed before equipment can begin to operate and aisles cannot be blocked. Do not park your vehicles at the loading doors until you are completely ready to leave.

It is the responsibility of each exhibitor to insure and safeguard his/her own goods and to ensure their safe removal as soon as possible. Most thefts occur during the move-in and move-out period when it is virtually impossible to control the number of people entering and leaving the building. It is a time of great confusion, when security guards are not able to identify exactly who people are, where they are going and if they are authorized to be in the building. If at all possible, wear your exhibitor badge at all times. This provides an easier way for security personnel to identify people and what company they are employed by.

Do not leave your booth unattended during move-out while waiting for a truck to load your goods. Items that can be hand-carried or loaded on dollies can easily be stolen from your booth at this time. If you plan to dismantle your booth on the day following show closing, leave only heavy items that are not easily lifted and your exhibit booth itself.

**If you are concerned about certain products being left overnight please contact the show office for alternative storage arrangements. Do not leave valuables in your vehicle at any time.**

If you should observe a visitor, exhibitor or suspicious person committing a crime, report it to the show office immediately. Reshipment of cases requires proper labels and delivery instructions.

Goods left in the building after the move-out deadline, 3 pm, April 17, will be removed by show management at the exhibitor's expense using one of the designated show carriers.