



## Move Out Procedures

1. **Pack freight once the show closes (do not start packing before the close of the show)**
  2. **Label freight with destination address and cell phone # of contact**
  3. **Turn in filled out OMHF/BOL to GES Servicer (regardless of carrier) Please Do Not Leave your Bill Of Lading (BOL) in your booth**
  4. **Contact carrier to verify pickup address and scheduled time**
- Large shows take time for the crates, pallets and empty boxes to be returned to the booths for load-out packing. It can take 6 hours or more for freight to be returned to the booth, please plan your departing flights appropriately.
  - When the show closes on the last day of the event, you may begin packing your booth properties. Early move out is not permitted, as it is disrupting for neighboring booths who are trying to do business, and is against the show contract which may result in loss of privileges for future shows.
  - As you are packing up, make sure to keep your items within your booth space and off the aisle carpet (it will be rolled up shortly after the floor closes). Security will be ensuring all attendees are off the show floor for safety reasons, so keep your exhibitor badge handy.
  - Once your booth properties have been packed, make sure they are labeled for shipping, including the full shipping address. It is also recommended to place a cell phone # and contact name on the label. This can be helpful in the event of an issue.
  - **Shipping** is not an automatic process. If you plan to use a carrier other than GES Logistics, then you are responsible for making arrangements with that carrier. Once you have packed and labeled your freight, leave your freight in the booth space, and take the Outbound Material Handling form (OMHF / BOL), provided by GES, to the GES Servicer. This is a 5 page carbon copy form that will serve as the release to give your freight to your selected carrier, whether this is GES Logistics or an outside contracted carrier. Please make sure the information you place on the OMHF/BOL matches the carrier name and shipping destination used when the driver checks in with GES. If the information doesn't match, there may be a delay in your outbound shipment being processed. **PLEASE NOTE: GES will not accept your OMHF/BOL until after the show closes.**
  - **PLEASE NOTE:** should you decide to use a small package carrier, i.e. UPS, FedEx, DHL, they may not pick up at this facility. It is highly recommended that you not leave these types of shipments in the booth, but rather transport them to a direct drop off/pickup location, such as the business center or your hotel. **Privately Owned Vehicles (cars,**

**pickup trucks):** Please turn in your Bill of Lading to the GES Servicenter Representative when you are packed and ready to be loaded.

- It is recommended that you stay with your freight until it has been picked up. However, should you leave the freight unattended, make sure to verify the pickup address and scheduled time with your carrier, as this may NOT be the address to where you originally shipped your freight. All freight must be picked up at the exhibit location to avoid additional fees. Make sure your carrier knows the carrier check in time as well. Anything that does not have a carrier checked in for the freight will be shipped via GES Logistics or returned to the warehouse, depending on your selection on the OMHF/BOL.