

MOVE-OUT PROCEDURES

How to Have a Successful Move Out

Show breakdown can often be the most hectic portion of the show experience. Below are valuable tips which can make your show closing run as smoothly as possible:

- 1. Pack freight once the show closes, not before.**
 - 2. Label freight with destination address and cell phone # of contact**
 - 3. Complete the Outbound Material Handling Release (OMHR/BOL) electronically! This form includes the Bill of Lading. Pick up at the Exhibitor Service Desk**
 - 4. Contact carrier to verify pickup address and scheduled time.**
 - 5. Shipping is not an automatic process. If you are using a carrier other than GES Logistics, you are responsible for making arrangements with your carrier.**
- When the show closes at 5:00pm March 30, 2023, 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. It is also a breach of the show contract which may result in loss of privileges for future shows or a penalty fee.
 - Schedule staff departure times to allow enough time to pack the booth. Larger events may take over 6 hours to return packing materials.
 - As you are packing up, make sure to keep your items within your booth space and off the aisle. 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 address of where the shipment is going. It is also recommended to include a cell phone # and contact name on the label as well. This can be helpful in the event of a shipping issue.**
 - **Once you have packed and labeled your freight, leave your freight in the booth space, and complete the Bill of Lading (BOL). Please make sure the information you place on the OMHF/BOL matches the carrier's 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 and your booth is completely packed up and ready to go.**

IWCE

Connecting Critical
Communications

- **PLEASE NOTE:** Should you decide to use a small package carrier, i.e. UPS, FedEx, DHL, they may not pick up within the facility per move-out regulations. It is highly recommended that you do 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. (Small package carriers do not pick-up on Sundays)
- It is recommended that you stay with your freight until it has been picked up. However, should you leave your freight unattended, make sure to verify the pickup address and scheduled time with your carrier, as this may NOT be the address 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.