

	IDDBA Show Floor Access				
		Exhibitor	EAC	Demonstrator	Attendees
Move-In	Wednesday 5/31 (Target 1 only)	1:00 p.m. - 5:00 p.m.	1:00 p.m. - 5:00 p.m.	No Access	No Access
	Thursday 6/1 (Target 1 & 2 only)	8:00 a.m. - 5:00 p.m.	8:00 a.m. - 5:00 p.m.	No Access	No Access
	Friday 6/2 (Target 1, 2, & 3)	7:00 a.m. - 7:00 p.m.	7:00 a.m. - 7:00 p.m.	No Access	No Access
	Saturday 6/3 (Target 1, 2, & 3)	7:00 a.m. - 7:00 p.m.	7:00 a.m. - 7:00 p.m.	No Access	No Access
Show Floor Hours	Sunday 6/4	7:00 a.m. - 6:00 p.m.	7:00 a.m. - 10:00 a.m.	10:00 a.m. - 6:00 p.m.	11:00 a.m. - 5:30 p.m.
	Monday 6/5	7:00 a.m. - 6:00 p.m.	7:00 a.m. - 10:00 a.m.	10:00 a.m. - 6:00 p.m.	11:00 a.m. - 5:30 p.m.
	Tuesday 6/6	6:30 a.m. - 10:00 p.m.*	7:00 a.m. - 9:00 a.m.	9:00 a.m. - 2:00 p.m.	10:00 a.m. - 2:00 p.m.
Move-Out	Tuesday 6/6 (Target 1, 2, & 3)	2:01 p.m. - 10:00 p.m.*	3:00 p.m. - 10:00 p.m.*	No Access	No Access
	Wednesday 6/7 (Target 1, 2, & 3)	8:00 a.m. - 5:00 p.m.	8:00 a.m. - 5:00 p.m.	No Access	No Access
	Thursday 6/8 (Target 1 only)	8:00 a.m. - 12:00 noon	8:00 a.m. - 12:00 noon	No Access	No Access
*No re-entry to hall after 8:00 p.m.					

## Move-In Hours

The move-in times will vary depending on your target number (your target number will be emailed to you with your booth confirmation). Target times help maximize the use of dock space.

### Show site exhibitor move-in hours are:

#### Target 1

Freight Delivery Wed., May 31 8:00 a.m. - 12:00 noon  
Booth Installation Wed., May 31 1:00 p.m. - 5:00 p.m.

#### Target 1 & 2

Freight Delivery Wed., May 31 1:00 p.m. - 5:00 p.m.  
Booth Installation Thurs., June 1 8:00 a.m. - 5:00 p.m.

#### Target 1, 2, & 3

Freight Delivery Thurs., June 1 8:00 a.m. - 5:00 p.m.  
Booth Installation Fri., June 2 7:00 a.m. - 7:00 p.m.  
Sat., June 3 7:00 a.m. - 7:00 p.m.  
Sun., June 4 10:00 a.m. - 11:00 a.m.

- IDDBA assigns target dates; they may only be changed with written permission from IDDBA. Missing your target date for move-in or move-out will result in significantly higher costs and delays.
- Booths must have setup activity by Saturday, June 3, at 5:00 p.m. or the booth space will be considered abandoned and resold. If your schedule doesn't permit this, use the [Request for Late Booth Installation Form](#) to request a written waiver for a late setup.
- Wear your IDDBA badge/wristband at all times on the show floor; security will escort anyone without a badge out of the expo hall.
- Confirm orders before arriving at show site to make sure there are no surprises for your on-site teams.

## Move-Out Schedule

In order to help you plan accordingly for hotels, flights, etc., we are including this close of show timetable for **Tuesday, June 6, 2017.**

- Storage of refrigerated/frozen product ends at 12:00 noon.
- Aisle carpet removal begins at 2:01 p.m.
- Food bank donation collection 2:01 p.m. - 5:30 p.m.
- Booth utility services will be disconnected at 2:01 p.m. (including electrical, water, drain, etc.).
- Exhibitor booth dismantling begins at 2:01 p.m.
- Lowe Refrigeration begins collecting rental equipment at 3:00 p.m. Exhibitors should remove any product or have it tagged for donation.
- EACs booth dismantling begins at 3:00 p.m. EACs are not allowed on to the show floor until 3:00 p.m.
- Empty Return Schedule**  
Tuesday, June 6  
**All boxes & fiber cases** delivered 3:30 - 6:00 p.m.  
**Target 3** wood crates delivered 6:00 - 7:30 p.m.  
**Target 2** wood crates delivered 7:30 - 9:30 p.m.  
**Target 1** wood crates delivered 9:30 - 11:00 p.m.
- Under no circumstance should exhibitors begin dismantling their booths prior to 2:01 p.m.** on Tuesday, June 6. Companies dismantling their booth prior to this time will **risk losing their booth points** for space assignment in the 2018 show.
- Missing your target date for move-out will result in significantly higher costs and delays in delivery.
- Unpacked or loose product or items are generally considered abandoned and likely to be disposed of during move-out.**
- All **cold storage** must be packed, Outbound Material Handling Order Forms (OMHF) turned in (with **Refrigerated or Frozen** clearly indicated next to the carrier name), and pickup carriers checked in **no later** than 10:00 a.m., Tuesday, June 6.
- Forced (abandoned) Freight Policy - If an Outbound Material Handling Form (OMHF) has not been filled out completely and/or turned in to GES and the carrier checked in at the marshaling yard as specified by your target number, GES Logistics will ship the materials back to the sender, collect.