

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

Move-In Schedule

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

See the IDDBA Show Floor Access table (above) for exhibitor and EAC access times based on your company's target number.

Show site exhibitor move-in hours are:

Target 1

Freight Delivery	Wed., May 31	8:00 am - 12:00 noon
Booth Install	Wed., May 31	1:00 pm - 6:00 pm

Targets 1 & 2

Freight Delivery	Wed., May 31	1:00 pm - 5:00 pm
Booth Install	Thurs., June 1	8:00 am - 6:00 pm

Target 1, 2, 3 & 4

Freight Delivery	Thurs., June 1	8:00 am - 5:00 pm
Booth Install	Fri., June 2	7:00 am - 7:00 pm
	Sat., June 3	7:00 am - 7:00 pm
	Sun., June 4	7:00 am - 10:00 am

- IDDBA assigns target dates; they may only be changed with written permission from IDDBA.
- Missing your target date for move-in will result in significantly higher costs and delays in delivery.
- Target 1 & 2 booths must have setup activity by Friday, June 2, at 7:00 pm and Target 3 & 4 booths must have set up activity by Saturday, June 3, at 5:00 pm or the booth space will be considered abandoned and resold. If your schedule doesn't permit this, submit the [Request for Late Booth Installation Form](#) by May 18, 2023 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 with GES before arriving at show site to ensure 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:

- Storage of refrigerated/frozen product ends at 10:00 am.
- Aisle carpet removal begins at 12:01 pm.
- Food bank donation collection begins at 12:01 pm and runs until approximately 3:30 pm.
- Booth utility services will be disconnected at 12:01 pm (including electrical, water, drain, etc.).
- Exhibitor booth dismantling begins at 12:01 pm.
- Lowe Refrigeration begins collecting rental equipment at 3:00 pm. Exhibitors should remove any product or have it tagged for donation.
- EAC booth dismantling begins at 1:00 pm. **EACs are not allowed onto the show floor until 1:00 pm.**
- Empty Return Schedule
 - All boxes and fiber cases** delivered 1:30 pm - 4:00 pm
 - Target 3 & 4** wood crates delivered 4:00 pm - 5:30 pm
 - Target 2** wood crates delivered 5:30 pm - 7:30 pm
 - Target 1** wood crates delivered 7:30 pm - 9:00 pm
- Under **no circumstance should exhibitors begin dismantling their booths prior to 12:01 pm on Tuesday, June 6.** Companies dismantling their booth prior to this time will risk losing their booth points for space assignment at IDDBA 2024.
- 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 8:00 am on Tuesday, June 6.
- Forced (abandoned) Freight Policy: If an Outbound Material Handling Form (OMHF) has not been filled out completely and/or turned into 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.