

## Return of Empty Crates

In order to help you plan accordingly for hotels, flights, etc., we are including a new empty crate return schedule.

- Storage space for empty crates and boxes will be outside the Convention Center.
- Crates will be returned on Tuesday, June 7, after the aisle carpets have been rolled up and donations for the food bank have been collected.
- Empty Return Schedule  
Tuesday, June 7  
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.
- The exhibit floor will close at 10:00 p.m. on Tuesday, June 7. No re-entry to the exhibit hall after 8:00 p.m.
- Exhibitors may not store boxes in or behind their booth.
- The George R. Brown Convention Center prohibits the storage of crates, packing materials, wooden boxes or other highly combustible materials in the exhibit halls, meeting rooms, or fire exit areas. Arrangements are available with GES to store empty crates.
- Do not store any valuable material you will need during the show in empty crates.
- Pack it up on Tuesday** – we urge you to pack all product, loose materials, etc., on Tuesday immediately after the show closes. This will protect you and eliminate any question of abandoned goods or product.
- Leave nothing of value, including product, in unattended booths. It will be thrown away.**

## Outbound Shipping Information

- Outgoing shipments are not automatic! You must return the **Pre-Printed Outbound Material Handling Form**.
- Exhibitors must make and confirm all arrangements at the GES Servicenter. Shipping instructions, bills of lading, and shipping labels for all outbound shipments will be available at the GES Servicenter.
- Exhibitors should use a carrier that specializes in trade shows. Exhibitors must make their own arrangements and provide the GES Servicenter with the information and Outbound Material Handling Form.

- The completion and accuracy of bills of lading and appropriate shipping documents is the responsibility of the individual exhibitor.
- Forced Freight Policy (Abandoned Freight) - If an Outbound Material Handling Form (OMHF) has not been turned in to GES, GES will take the found freight back to the GES warehouse and contact the exhibitor to determine how the freight should be returned at the exhibitor's expense, which includes a return to warehouse fee.

If the OMHF has been turned in but the carrier has not checked in at the marshaling yard by 3:00 p.m., Wednesday, June 8 for target 2 and 3 or by 9:00 a.m., Thursday, June 9 for target 1, GES will ship the freight as the exhibitor has designated on the OMHF at the same service level (separate charges may apply depending on service), or return it to the warehouse and contact the exhibitor, both at the exhibitor's expense. If a form hasn't been turned in, the freight will be returned to the GES warehouse (which has a separate charge), at the exhibitor's expense.

### Exhibitor move-out and freight loading hours:

#### Target 1

Booth		
Dismantling	Tues., June 7	2:00 p.m. - 10:00 p.m.*
	Wed., June 8	8:00 a.m. - 5:00 p.m.
	Thurs., June 9	8:00 a.m. - 9:00 a.m.
Freight		
Loading	Tues., June 7	4:30 p.m. - 9:00 p.m.
	Wed., June 8	8:00 a.m. - 5:00 p.m.
	Thurs., June 9	8:00 a.m. - 12:00 noon

- Outbound Material Handling Form (OMHF) must be turned in by 9:00 a.m., Thursday, June 9.
- Drivers must be checked in by 9:00 a.m., Thursday, June 9.
- All freight must be off the floor by 12:00 noon on Thursday, June 9.

#### Target 2 & 3

Booth		
Dismantling	Tues., June 7	2:00 p.m. - 10:00 p.m.*
	Wed., June 8	8:00 a.m. - 5:00 p.m.
Freight		
Loading	Tues., June 7	4:30 p.m. - 9:00 p.m.
	Wed., June 8	8:00 a.m. - 5:00 p.m.

- Outbound Material Handling Form (OMHF) must be turned in by 3:00 p.m., Wednesday, June 8.
- Drivers must be checked in by 3:00 p.m., Wednesday, June 8.
- All freight must be off the floor by 5:00 p.m. on Wednesday, June 8.

**\*No re-entry to hall after 8:00 p.m.**