

## Move In Information

Moving into any exposition can be tricky. There are a lot of moving parts and things to remember. Below is key information you need to know for moving into **MUFSO 2017**.

### When Can I Move-In

When you can move in and set up your booth depends on how you ship your booth materials to show site. The shipping options are:

#### Advance Shipping:

- Ship your booth materials (**non-perishable items only**) in advance to the GES Advance Warehouse (arrival deadlines apply). The Warehouse address can be found under the Shipping, Drayage, Material Handling and Access Storage tab under Shipping and Material Handling/Drayage. This allows you to confirm your freight has arrived well before move in starts.
- Print Advance Shipping labels under the Generate Address Labels at the bottom of ESK home page. They can also be found under the shipping, drayage and material handling tab by clicking on Print Shipping Labels. Remove all old labels from your crates and cartons.
- Material Handling charges will apply and can be estimated under the Shipping, Drayage, Material Handling and Access Storage tab under Shipping and Material Handling/Drayage.
- Address for advance shipping: [Click Here](#)

#### Direct Shipping:

- Ship your booth materials via a freight carrier directly to show site. For shipping dates and address: [Click Here](#)
- **Privately Owned Vehicles (POV):**

#### Cartload Service:

- Cartload Service information is available for exhibitors in POVs driving their booth materials to the show under the Shipping, Drayage, Material Handling and Access Storage tab under Cartload Service tab (restrictions apply).

#### Hand Carry Items:

You can hand-carry your own materials in the exhibit hall provided you do not use material handling equipment to assist you. Use of hand carts, a 2 wheeled dolly, or any four-wheel cart or dolly is prohibited. Hand-carry materials may only be brought in through the front of the exhibit hall. You will not be permitted access to the loading dock or freight areas. You may not leave your car unattended at any time at the curb.

- You must park your vehicle Hyatt Regency Reunion.
- You must move-in during regular installation dates and hours.
- You must abide by the union rules. Please refer to the Show site Work Rules under the Regulations and Guidelines tab.

### **Still have Questions?**

If you still have questions about move-in be sure to use the contact information below to answer any questions you may have.

**GES Servicenter:** Contact GES if you have questions about order forms, need to place an order or need quotes for material handling or shipping. They can be reached at 1-800-842-6309

**MUFSO 2017 Client Services Specialist:** Contact your Client Services Specialist, Mike Behr, at 303-998-9170 or via email at [mike.behr@penton.com](mailto:mike.behr@penton.com) if you have questions about Hand Carry and Cartload processes or any other general questions you may have.