

2023 **Preview** | **Holiday Market** 2022
September 20-22, 2022

Outbound Shipping

Reminder: No booth dismantling may begin before the official close of the show at 2:00 p.m. on Thursday, September 22. **Failure to abide by the rules outlined in your exhibition contract and exhibitor kit may result in penalties including ineligibility to participate in future Toy Association events.**

Once the aisle carpet has been removed, cartons, then cases and crates, will be delivered to your booth. Removal of aisle carpet and the complete return of all empties may take up to six hours.

Move-Out Hours	Thursday, September 22	2:01 p.m. – 10:00 p.m.
	Friday, September 23	8:00 a.m. – 5:00 p.m.

Material Handling Order Form

Every shipment must be accompanied by a Material Handling Order Form completed by the exhibitor and given to GES. Merchandise will be transferred to the freight carrier in accordance with the shipping instructions indicated on the Material Handling Order Form/Request. Carrier charges for removal of freight from the Dallas Market Center are the sole responsibility of the exhibitor.

Please note:

Turning in a Material Handling Order Form does not constitute GES's "taking possession" of your freight. Exhibitors should remain with their freight or arrange for security services until it is in the handlers' possession. No materials should be left unattended, at any time, while awaiting pick up. Neither GES nor Show Management accepts responsibility for any exhibitor property left on the show floor unattended.

Packing and Driver Check-in Instructions

Exhibitors must pack all merchandise and turn in *Material Handling Order Forms* to GES by 10:00 a.m. on Friday, September 23.

GES, at the exhibitor's expense, will dismantle any displays that have not been dismantled and packed by that time.

IMPORTANT: IF AN EXHIBITOR'S CARRIER DOES NOT CHECK IN BY THE SCHEDULED TIME BELOW, DISPLAY MATERIALS AND MERCHANDISE WILL BE TRANSFERRED TO OUTBOUND COMMON CARRIERS AND SHIPPED AT THE EXHIBITOR'S EXPENSE.

- Thursday, September 22 Carriers must check in between 2:01 p.m. and 10:00 p.m.
- Friday, September 23 Carriers must check in between 8:00 a.m. and 10:00 a.m.

Shipments without the proper accompanying paperwork will be returned or forced onto another carrier at the exhibitor's expense. Neither GES nor Show Management assumes responsibility for such shipments.