

**2013 ENA ANNUAL CONFERENCE  
SEPTEMBER 19-21, 2013  
NASHVILLE, TENNESSEE**

**MOVE-OUT INFORMATION**

2013 ENA Annual Conference will close on Saturday, September 21, 2013 at 12:30 p.m. Exhibit booths are to remain intact until 12:45 p.m. when all attendees are out of the hall. If you violate this rule, your company will lose points toward future ENA meetings.

**MOVE-OUT HOURS:**

Saturday, September 21	12:45 p.m. – 6:00 p.m.
Sunday, September 22	8:00 a.m. – 12:00 p.m.

Carriers must be checked in by 8:00 a.m. on Sunday, September 22, 2013. Also, if dismantling has not begun by 9:00 a.m. on Sunday, September 22, 2013, ENA will order dismantling labor through Global Experience Specialists (GES), ENA's Service Contractor, at the exhibitor's expense. All exhibitor materials must be removed by 12:00 p.m.

In the interest of your safety, only those individuals directly responsible for dismantling booths are allowed in the exhibit hall during the move-out times. **Under no circumstances are guests and children allowed in the exhibit hall during these times.**

To ensure that the move-out runs smoothly with as little confusion as possible, we ask that the following procedures be followed:

**DISMANTLING OF EXHIBITS**

**EMPTY CONTAINERS:**

The return of your empty containers (or any stored boxes of material) will start immediately following the rolling up of the aisle carpet at approximately 1:15 p.m. on Saturday with the expected conclusion at approximately 4:30 p.m. All items are returned randomly, there is no set pattern as to how crates, boxes, etc., will be returned to the floor.

**GES Servicenter<sup>SM</sup>:**

The GES Servicenter<sup>SM</sup> located in the back of the hall will be staffed throughout the move-out to answer all your shipping inquiries. At this time you should be in receipt of your invoice from GES. All balances remaining on the invoice must be paid in full before receiving outbound Bills of Lading.

**HAND CARRIED FREIGHT:**

You may only hand carry items in and out of the Exhibit Hall if it can be hand-carried in one trip without the use of dollies or any wheeled device (other than a small luggage cart). If you need additional information about hand carried freight, please contact GES.

**2013 ENA Annual Conference Move-Out Information**  
**Page Two**

Access is available through the front entrance of Exhibit Hall C at the Gaylord Opryland Hotel & Convention Center. You may not cross the back dock unless GES is handling the freight. Also, you may not park at the dock or in front of the Convention Center to unload freight.

**MATERIAL HANDLING/SHIPPING:**

Due to limited access and to liability, regulations require that GES load all equipment and display material onto common carrier, van lines, UPS, air freight or any other vehicles across the loading dock. Only GES personnel are permitted the use of forklifts and pallet jacks.

It is the responsibility of the exhibitor to instruct their drivers or carriers as to the proper procedures for freight pick-up directly from the Gaylord Opryland Hotel & Convention Center beginning at 2:00 p.m. through 5:00 p.m. on Saturday, September 21, 2013 and continuing from 8:00 a.m. through Noon on Sunday, September 22, 2013.

GES will not be responsible for any damage to uncrated or improperly packed materials, concealed damage, loss or theft of exhibitors' materials before they have picked up materials before loading. Please refer to the "ENA Exhibitor Rules and Regulations" section of your Exhibitor Services Manual.

**FUTURE ENA EXHIBITING OPPORTUNITIES**

ENA Leadership Conference 2014  
March 6-8, 2014  
Phoenix Convention Center  
Phoenix, AZ

ENA Annual Conference 2014  
October 7-11, 2014  
Indiana Convention Center  
Indianapolis, IN