



## EXHIBITOR MOVE-OUT INSTRUCTIONS

### Move-Out Dates

The Expo closes Thursday, January 30, 2025, at 3:00 p.m. This is a targeted move-out show. Target move-out schedule will be posted by September 2024 on GES website as part of exhibitor manual. All exhibitors will be scheduled by GES for move-out. Contact Global Experience Specialists, Inc. (GES) at (800) 475-2098 for questions regarding targets. Any exhibitor wishing to change their target move-out date must complete the REQUEST FOR VARIANCE TO ASSIGNED TARGET TIME online form found in the exhibitor manual and submit no later than January 7, 2025.

Targeted move-out begins after removal of aisle carpet at show close and continues until 11:00 p.m. on Thursday. Empty returns of fiber cases and cartons will begin approximately one hour after close of show. There are more than 1,200 exhibitors, all of which want to leave as quickly as possible. GES does its best to facilitate returns of empty crates and cartons. Due to the immense number of cartons and crates being stored for this show, please allow until 11:00 p.m., Thursday, January 30, for cartons and crates to be dispersed in A, B, BC and C Halls. Show halls will close at 11:00 p.m. on Thursday, January 30, so your pack-up crew may need to stay an extra night or two. Schedule the travel plans accordingly. Friday and Saturday move-out is 7:00 a.m. – 6:00 p.m. Sunday move-out is 7:00 a.m. - 4:00 p.m. Freight begins movement at 8:00 a.m. daily. Overseas containers will be returned beginning 8:00 a.m. Sunday morning unless requested for an earlier time.

Before leaving the Georgia World Congress Center, please be certain that your contractors have detailed instructions on the handling of your exhibit and equipment, and that all problems are resolved. You must have your exhibit materials either shipped or called for by 4:00 p.m., Sunday, February 2, or Global Experience Specialists, Inc. (GES) will automatically remove the exhibit material at your expense.

### Dismantling

**Your exhibit must be staffed at all times during the exposition and completely operational until Thursday, January 30, 2025, 3:00 p.m.** If a booth is not staffed until the closing hour, such exhibitor will be given one warning. Exhibitor will lose priority/tenure after the second warning. There will be an announcement over the intercom to officially close the exhibition; additionally, the buildings' lights will be reduced to half-light to indicate the closing.

You may start dismantling your booth only after show closing at 3:00 p.m. **Do not place anything in the aisle until the carpet is removed.** Exhibitors dismantling before 3:00 p.m. will be given one warning. Exhibitors are subject to a loss of priority/tenure upon the second occurrence.

### Aisle Carpet

Removal of aisle carpet will begin promptly at show closing. To avoid interference with this operation, **do not place anything in the aisle until the carpet is removed.**

### Hand-Carried Items

After show closing, exhibitors may remove hand-carried items, *but only those things you can carry.* **No hand trucks, carts, rolling equipment or dollies** may be used until the aisle carpet is removed. **For loading of personal vehicles at overhead doors, see instructions (on the following page) for Personally Operated Vehicle.** All loading docks will be used for trailers returning empties until the return operation is complete.

### Security

While Management provides general guard service, each exhibitor is responsible for the security of his/her own materials and should take precautions to prevent loss or damage. **Exhibitors with small displays (or small items within large displays) are encouraged to remove exhibit materials as soon as possible after show closing.** Considering the tremendous amount of activity, security of your exhibit equipment and display material cannot be assured.

### Electricity

Electrical power will be turned off at show closing. Exhibitors who require electrical power for dismantling must notify the electrical service desk before 11:00 a.m. on Thursday, January 30, 2025.

## Telephones

Exhibitors must return telephones to the CCLD service desk on Thursday, January 30, 2025, between 1:00 p.m. - 4:00 p.m. to avoid additional charges.

## Coat and Baggage Check

For your convenience, a coat and baggage check room will be open Thursday, January 30, 2025, until 5:00 p.m., in the B-Building and in the C-Building Lobby.

## Personally Operated Vehicle (POV)

Exhibitors may load booth materials into an exhibitor-owned vehicle (not carriers) at a designated POV load out area nearest your booth beginning at 3:00 p.m. on Thursday, January 30. Dock spaces will be used exclusively for empty return until the operation is complete. To avoid undue traffic congestion at POV load out areas, the following procedures will be enforced. **You will not be allowed to drive to POV designated load out areas without a vehicle pass.**

### Buildings A, B, BC and C

## Move-In (Inbound) and Move-Out (Outbound) Instructions for exhibitors operating their own vehicles for booth items

**Inbound:** POVs that have numerous hand-carriable items to unload will check in at the Marshalling Yard. The GES staff will issue each driver a POV pass. Upon dispatch, the driver will be guided by the GES traffic team to its specified dock area to unload. At no time should items be left outside of a company's designated booth space. Once parked, each vehicle may remain in the area for unload for up to 45 minutes.

**Outbound:** After the show is closed, drivers/exhibitors that are loading out in a POV should report directly to the Marshalling Yard and check in BEFORE taking any of the items out of their booth. Drivers/exhibitors will obtain a POV pass and be dispatched by the Marshalling Yard staff to a specified load out area based on booth location. Once the vehicle is in the specified POV loading area, the driver can go to the booth, collect their items and return to their vehicle. At no time should items be left outside of a company's designated booth space. Once parked, each vehicle may remain in the area for loading for up to 45 minutes.

## Outbound Shipments

Exhibitors or their agents must arrange for the pick-up of outbound shipments. Label each piece of freight with a complete shipping label. For each shipment, **a transportation agreement must be completed and turned in at the freight service desk.** Do not leave paperwork with your shipment in the booth.

## Preferred Carriers

Contact the service desk if you need shipping arrangement assistance. **Representatives in the service area will be available to review rates and assist you in making your outbound shipping arrangements.** No outside freight solicitors will be permitted on the exhibit floor.

## Exhibitor-Appointed Carriers

**Instruct your carrier to call for your shipment prior to 4:00 p.m., Sunday, February 2, 2025. All shipments not loaded on carriers by 4:00 p.m. will be rerouted.** Unless you are using one of the show's preferred carriers, you are responsible for contacting the designated trucking line to pick up your freight. The trucking company will need to identify themselves using the same name you have on the transportation agreement. For example, if you list "Admiral" as the carrier, then the trucker should identify himself as "Admiral." Driver should know the booth number and company name he is picking up. **You are still required to turn in a transportation agreement. No trucks will be allowed to the dock unless a transportation agreement is on hand at the freight service desk.**

## Abandoned Materials

**Exhibit materials remaining on the exhibit floor after 4:00 p.m., Sunday, February 2, will be removed** by Global Experience Specialists, Inc. (GES) and taken to their warehouse or shipped via on-hand carrier. Exhibitors will be liable for charges relating to arrangements for their abandoned booth materials.