

MOVE-OUT PROCEDURE

MOVE-OUT DATES & TIMES

Thursday, June 1, 2023	2:00 pm – 10:00 pm	ALL EXHIBITS
Friday, June 2, 2023	8:00 am – 4:00 pm	HEAVY MACHINERY ONLY

All exhibits (except Heavy Machinery) must be removed by 10:00 pm on Thursday, June 1, 2023.

NO DISMANTLING OR REMOVAL OF EXHIBITS OR EXHIBIT MATERIAL IS PERMITTED BEFORE THE CLOSE OF THE SHOW.

Beginning at 2:00 p.m. on Thursday, June 1, 2023, once the aisle carpets have been rolled up and removed, all materials/crates will be returned to the booths.

During move-out, freight will be shipped from the show through the same doors that were used for move-in. The floor will have a materials handling crew, as well as a representative from Show Management who will be checking with exhibitors to ensure a smooth and trouble free move-out. Please be advised that all storage will be placed on the loading docks and therefore, will require several hours to be unloaded and returned to your booth.

Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

Please identify every case, crate, or carton etc. by completing and affixing the proper bills of lading to your shipment.

REMOVAL OF EXHIBIT MATERIAL

The hall must be cleared by **10:00 pm, Thursday, June 1, 2023**. Heavy machinery must be cleared by **4:00 pm on Friday, June 2, 2023**.

LIFO (LAST-IN, FIRST-OUT) EXHIBITORS

LIFO exhibitors are simply exhibitors that are located in high traffic areas of the event load in and load out zones. These exhibitors are established as the final wave of move in slots and the first wave of move out slots and are given exclusive dock locations.

FORCED FREIGHT

At the close of the show, where exhibitors fail to pick up or couriers refuse to accept shipments, Show Management reserves the right to reroute such shipments where no disposition is provided.

N.B. - This material may be hauled to a warehouse and the exhibitor will be charged accordingly for this routing or handling. To simplify your move-out, we recommend the use of our Official Transportation Carriers.

If you have any questions, please contact Ursula Tsoi at utsoi@smes.org or (888) 322-7333 ext 4434