

## MOVE-OUT PROCEDURE

### MOVE-OUT DATES & TIMES:

Thursday, October 22, 2009                      4:00 pm – 10:00 pm                      *All Exhibitors*

Friday, October 23, 2009                      8:00 am – 4:00 pm  
*(All exhibits except Heavy Machinery must be removed by 2:00 pm  
Heavy Machinery - By Appointment Only until 4:00 pm)*

Saturday, October 24, 2009                      8:00 am – 4:00 pm  
*(Heavy Machinery - By Appointment Only)*

Beginning at 4:00 p.m. on Thursday, October 22, 2009, AFTER aisle carpets have been removed, all materials in storage will be returned to the booths.

ALL exhibits must be removed by 2:00 pm on Friday, October 23, 2009 except for heavy machinery which must be removed by 4:00 pm on Saturday, October 24, 2009.

Please direct all trucks to Lot A (Marshalling Yard) until your equipment/products are crated and ready to be loaded.

### DISMANTLING OF EXHIBITS

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show.

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.

### LOADING DOORS

During move-out, freight will be shipped from the show through the same doors as were used for move-in. The floor will have a material 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.

### REMOVAL OF EXHIBIT MATERIALS

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. 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 Carriers.