

Frequently Asked Question

MOVE-IN & MOVE-OUT PROCEDURES

E Z EXPO SERVICES

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- **Please refer to the Material Handling Sheets for:**
 1. Advance & Direct Shipments
 2. Proper labeling for Advance and Direct Shipments
 3. Dates & Times
 4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
 5. Direct shipments will be delivered to your booth when they are received.
- **Please refer to the front page for move in dates & times**
 1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
 2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- **Bill of Ladings for outbound shipments via your choice of carrier:**
 1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
 2. Have your driver check in at the check-in area
 3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- **For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:**
 1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
 2. You will receive your outbound paperwork once you are at the loading dock ready for loading
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.
- **For Exhibitors with Company or Rented Trucks:**
 1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out
 2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed
 3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: March 13, 2015 by 6:00PM

At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.

No vehicles will be allowed to drive into buildings without prior permission from Show Management