

MOVE-OUT PROCEDURES

**THURSDAY, April 30th
5:30 PM – 9:30 PM**

- **The show closes at 5:30 pm.** Exhibitors must wait until the show closes before dismantling exhibits. Exhibitors who pack up prior to show close may be fined.
- **The show officially ends at 5:30 p.m. on Thursday, April 30th,** exhibitors must wait approximately 30 minutes for the aisle carpet to be rolled up and crates will be returned to exhibitors on the show floor.
- Exhibitors may move hand carried items out through the main entrance of the trade show. You must have one hand free at all time to support yourself on the escalator.
- Please note that immediately after the show closes there may be congestion at the loading dock with the possibility of up to a 1 hour wait for your driver or carrier.
- The move-out time continues after regular business hours and several carriers may not pick up freight after that time or they may charge after hour fees. Commerce Trade Show Logistics will be on-site to ensure loading of your goods onto their trailer, for delivery to your final destination. Post Show storage arrangements must be made with Western Display if your goods are not being picked up by the end of move-out on Thursday.
- Any goods on the show floor after **9:30 pm, Thursday, April 30th,** without Post Show storage arrangements will be picked-up by a Reimer Express Lines trailer and will be available for pick up at their warehouse after the show, with the appropriate costs.
- **Please refer to the Western Display “Materials Handling” forms in the “Supplier Order Forms” section of this manual for further information on the MOVE OUT process.**

NOTES:
