

## MOVE-IN and MOVE-OUT INFORMATION

<b>SET-UP</b>	Wednesday, February 21	12 noon - 6 PM	<ul style="list-style-type: none"> <li>• <b>IMPORTANT: All booths 20x20 or larger in the 400 and 500 aisles are required to move-in on Wednesday.</b></li> <li>• <b>The following booths should wait to move-in until Thursday: 539, 540, 550, &amp; 551</b></li> <li>• Trucks and vehicles with trailers are permitted to drive into the exhibit hall on a first-come, first-served basis.</li> <li>• Any booth located in the 400 and 500 aisles are asked to move-in large items on this day.</li> <li>• A thirty (30) minute limit will be imposed on all vehicles. Unload materials, remove vehicle, set-up booth.</li> <li>• Forklift services (complimentary) are available on a first-come, first-served basis.</li> </ul>
	Thursday, February 22	8 AM – 6 PM	<ul style="list-style-type: none"> <li>• Trucks and vehicles with trailers are permitted to drive into the exhibit hall on a first-come, first-served basis.</li> <li>• A thirty (30) minute limit will be imposed on all vehicles. Unload materials, remove vehicle, set-up booth.</li> </ul>
	Friday, February 23	8 AM – 2 PM	<ul style="list-style-type: none"> <li>• Drive-in access only down main aisle between drive-in doors.</li> <li>• A thirty (30) minute limit will be imposed on all vehicles. Unload materials, remove vehicle, set-up booth.</li> <li>• <b>No vehicles allowed in the building after 11 AM.</b></li> </ul>
<b>EXHIBIT HOURS</b>	Friday	3 PM – 8 PM	Booth must be complete by 2 PM.
	Saturday	10 AM – 7 PM	Exhibitor access at 9 AM.
	Sunday	10 AM – 5 PM	Exhibitor access at 9 AM.
<b>MOVE-OUT</b>	Sunday, February 25	5 PM – 10 PM	<ul style="list-style-type: none"> <li>• No Early Breakdown – Booth Must Be Open Until 5 PM.</li> <li>• Vehicles Permitted in the Hall at 6 PM.</li> <li>• Trucks and vehicles with trailers are permitted to drive into the exhibit hall on a first-come, first-served basis.</li> <li>• Forklift services (complimentary) are available on a first-come, first-served basis. See schedule page 4.</li> <li>• All exhibits must be out by 10 PM.</li> </ul>
	Monday, February 26	8 AM – 10 AM	<ul style="list-style-type: none"> <li>• Move-out Monday by appointment only. <b>STRICTLY ENFORCED.</b></li> <li>• Please email Gail Schell at <a href="mailto:gshell@allshowservices.com">gshell@allshowservices.com</a> no later than Tuesday, February 20.</li> </ul>