

## EXHIBIT TEAR-DOWN

The show closes at 3:00 p.m. on Wednesday, March 14, 2012. **No early-tear down is allowed.** If an exhibitor is found tearing down early, the company will be warned once. If early tear-down continues, priority placement for future exhibit space will be taken away and access to the loading docks will be restricted until after 7:00 p.m.

At 3:00 p.m. exhibitors may begin dismantling their exhibit. For those needing dock access to load-out, be aware that your exhibit must first be 100% dismantled before your vehicle can gain admittance to the loading docks. Access to the loading dock begins at 3:30 p.m. for select vehicles. Smaller privately-owned vehicles are allowed up to the dock area first as they typically belong to exhibitors with smaller booths who are often fully broken down fully by 3:30. This also helps better facilitate traffic flow on the docks by not mixing cube trucks and semis with small vehicles.

NOTE: The move-out is usually a very quick process and the majority of the exhibitors are often cleared out of the exhibit hall within roughly the first 60 minutes. The dock access schedule for the move-out MAY VERY WELL be adjusted to let larger privately-owned vehicles up the docks earlier than 4:00.

## DOCK ACCESS SCHEDULE – WEDNESDAY, MARCH 14

### SMALLER VEHICLES, PRIVATELY-OWNED

**Definition:** Cars, sports utility vehicles (SUVs), vans, personal pick-up trucks. No trailers allowed.

From 3:30 – 4:00 p.m., the loading docks will be open exclusively for small vehicles only. This allows more vehicles to be staged on the docks at one time and gets exhibitors that typically require less dismantle time out of the building sooner.

No pass is required to access the dock for tear-down. Simply make sure your exhibit is 100% dismantled before your driver approaches the loading dock. If found tearing down early, drivers will be turned away from the loading dock until 7:00 p.m.

### LARGER VEHICLES, PRIVATELY-OWNED

**Definition:** Flatbeds, cube trucks, vehicles with trailers, smaller rented trucks (i.e. U-Haul, Ryder, etc). Beginning at 4:00 p.m., the loading docks will open for larger privately-owned vehicles and vehicles with trailers.

No pass is required to access the dock. Simply make sure your exhibit is 100% dismantled before your driver approaches the loading dock. If found tearing down early, drivers will be turned away from the loading dock until 7:00 p.m.

### COMMERCIAL VEHICLES

**Definition:** Definition: Common carrier, van line, air freight company, UPS or Federal Express.

Commercial vehicles may check in starting at 5:00 p.m. The driver will be called when the exhibitor's booth is 100% dismantled and a bill of lading has been turned in to the Exhibitor Service Desk.

## DOCK ACCESS SCHEDULE – THURSDAY, MARCH 15

Any vehicle may approach the dock anytime between 8:00 a.m. and 12:00 p.m.

If you have the ability to load-out on Thursday, we highly encourage consideration of this option. Activity on the loading docks and inside the exhibit hall on Thursday morning is extremely light. Consider dismantling your exhibit on Wednesday after 3 p.m. and return on Thursday when it is much less hectic to load out.