EXHIBIT TEAR-DOWN

The show closes at 3:00 p.m. on Wednesday, March 11. **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 may 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 docks 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 which are often able to be fully dismantled by 3:30. This also helps better facilitate traffic flow on the docks by not mixing cube trucks and semis with smaller 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 certainly may be adjusted to let larger privately-owned vehicles up to the loading dock area earlier than 4:00.

DOCK ACCESS SCHEDULE – WEDNESDAY, MARCH 11

**SMALLER VEHICLES, PRIVATELY-OWNED**

**Definition:** Cars, sport 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 area for tear-down. Simply make sure your exhibit is 100% dismantled before your driver approaches the loading dock entrance. If found tearing down early, drivers may be turned away from the loading docks 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 area. Simply make sure your exhibit is 100% dismantled before your driver approaches the loading dock entrance. If found tearing down early, drivers may be turned away from the loading docks until 7:00 p.m.

**COMMERCIAL VEHICLES**

**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 12

Any vehicle may access the ramp and loading dock area 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 3:00 p.m. and return on Thursday when it is much less hectic to load out.