



## 1 Move-Out Procedure

- At the close of show, wait patiently for the aisle carpet to be rolled up and your empty crates to be delivered. If your machine came in on a skid, that will be brought back separately from your other empties.
- When your exhibit is packed, labeled and ready to ship, bring your completed Material Handling Agreement (MHA)/Bill of Lading to the PES Service Desk. Not sure you filled it out correctly? The CAM team at the Service Desk is happy to assist with the final details.
- Each item in your booth must be properly labeled. We recommend multiple labels per piece.
- When making outbound shipping arrangements for your exhibit, ensure your carrier knows the company name, booth number, and destination of the shipments. The name of carrier MUST match what is written on the Material Handling Agreement or your freight will NOT be released.**
- A Material Handling Agreement is required for each and every truckload or shipment.
- Exhibitors with an Outbound Target Date of Saturday, October 29, 2022, must have their trucks checked-in at the marshalling area by 9:00 am. If your carrier is not checked in by 9:00 am, PACK EXPO Services will reroute the shipment via the most convenient manner available at the exhibitor's expense.**
- PACK EXPO Services is not responsible for waiting time charges.
- Exhibitor freight is under your care and responsibility until PES comes to your booth and picks up your freight to load it onto your carrier's truck(s). **If you choose to leave the show floor before this process, you do so at your own risk and expense. Exhibitors will not be compensated for any missing or misloaded freight if you are not there to supervise your freight.**

## 2 Marshalling Yard Details

Marshalling Yard (MY) Address	Marshalling Yard Hours	
Moe Drive North and 31st Street (see map in this section)	Move-In:	5:00 am - 3:00 pm
	Move-Out:	5:00 am - 3:00 pm

## 3 Official Freight Forwarders

For your convenience, PACK EXPO Services arranges for select Freight Forwarders to be present the day the show breaks and throughout move-out to provide quotes and handle all of your freight needs. Look for them by the PES Service Desk or contact your CAM for more information.

**Official Freight Forwarders: T-Force Freight, Airways Freight and DB Schenker**

## 4 PES Supplied MHAs and Labels

Don't want to hassle with the initial prep work on your MHA(s) or printing shipping labels onsite, let PES do the first steps for you. Here are your options:

- Plan ahead—Go online to cyberservices before the show (or anytime prior to move-out), complete the 'Outbound Shipping' section located on the right-hand side, and submit it to PES.
- Any time during move-in, or while the show is open, complete our brief 'Outbound Material Handling Agreement and Labels' form and turn that in to PES.

**IF you take advantage of the above options, PES will pre-fill the basic details on your MHA(s), print labels and deliver them to your booth prior to move-out.**

**\*ONCE DELIVERED TO YOUR BOOTH, YOU MUST COMPLETE THE FORMS, APPLY THE LABELS TO YOUR FREIGHT AND TURN IN YOUR FINAL MHA PAPERWORK TO THE PES SERVICE DESK.\***

PES is not responsible for any paperwork left in your booth. Any freight reroutes due to missing or incomplete paperwork will be at the exhibitor's expense. Contact your CAM for more details.