

WASTE EXPO



MOVE-OUT INFORMATION

- Schedule

WASTE EXPO



DISMANTLING AND REMOVAL OF EXHIBITS

MOVE-OUT SCHEDULE

Thursday June 11

1:00 pm - 8:00 pm **Displays must stay intact until exhibits close at 1:00 pm.**

All exhibiting companies are required to adhere to this policy. If violated, you will risk the opportunity to participate in future WasteExpo Shows.

Friday June 12

8:00 am - 5:00 pm

- ◆ All material **MUST** be packed, labeled; Bill of Lading Form AND Carriers checked in by 12:00 pm on Friday June 12
- ◆ All exhibitor materials must be removed from the exhibit facility by 5:00 pm Friday June 12

Straight Time: Monday thru Friday 8:00 am – 5:00 pm

Overtime: all other times, Saturdays ,Sundays and holidays

Breakdown is the most vulnerable time of any show. You **should not** leave your booth unattended at any time during the move-out period. You **should remain** throughout the delivery of empties, through the packing, sealing and labeling. DO NOT leave small pilferable items in your booth.

As soon as the floor is cleared of attendees, aisle carpet will be removed and "empties" will be returned. ****Please note that aisle carpet will be removed first, then trucks will be moved out, and crates will be returned. Because of this sequence, crate return will not begin until after 2:30 PM.** Exhibitors requiring equipment to remove their displays should arrange for service to be provided Friday. GES Exposition Services will schedule move-out services as the show floor clears.

Don't forget to:

Place your DISMANTLE **LABOR ORDERS** by noon on Wednesday June 10

- Arrange for the return shipment of your freight at least the day before the show breaks.
- Be sure the carrier has the specific name of the show, address, your **company name and booth number**.
- remove old shipping labels from all shipping materials.
- regardless of which carrier you select, obtain a GES Exposition Services BILL OF LADING at the service desk (see next page for instructions regarding the Bill of Lading).



<p>BILL OF LADING FORM</p>

All Freight shipped from Las Vegas Convention Center-South Building Exhibit Halls must be accompanied by a Bill of Lading Form.

PLEASE COMPLETE EACH SECTION OF THE BILL OF LADING FORM:

Don't overlook and be sure to:

- fill in the name of the carrier
- list an accurate piece count
- **once your exhibit is ready to be loaded, submit the bill of lading form to the GES Exposition Services Desk - DO NOT LEAVE THE BILL OF LADING FORM ON YOUR CRATE OR CARTONS**
- know the estimated weight

Each exhibitor is responsible for settling all outstanding balances before Bill of Lading Forms will be handed out. Please contact GES Exposition Services prior to move-in for other arrangements.