

## IMPORTANT INFORMATION – PLEASE READ

With the venue change to the Gaylord National in 2016 we've had to make some changes to the procedures for exhibitor move-in and move-out. These changes will only be in effect for 2016.

1. **Exhibitor Move-In:** Refer to the targeted floorplan in the service kit for when you will be able to begin moving in.
  - a. **Zone 1:** Thursday, March 3 beginning at 8 a.m.
  - b. **Zone 2:** Thursday, March 3 beginning at 1 p.m.
  - c. **Zone 3:** Friday, March 4 beginning at 8 a.m.
  - d. **Zone 4:** Friday, March 4 beginning at 1 p.m.
  - e. **Zone 5:** Sunday, March 6 beginning at 8 a.m.
  - f. **Zone 6:** Sunday, March 6 beginning at 1 p.m.
  - g. **Last In/First Out:** Tuesday, March 8 beginning at 7 a.m.
2. **Exhibitor Move-Out:**
  - a. Thursday, March 10: 1 p.m. – 11:59 p.m. (All inline booths cleared from the hall)
  - b. Friday, March 11: 12 a.m. – 8 a.m.
    - i. All carriers eligible to pick-up at show site must be checked in by 8 a.m. on Friday
3. **Show Site Shipping:** We highly encourage all exhibitors to ship their freight directly to the Freeman Warehouse in advance to help expedite move-in and will ensure you receive your freight in a timely manner. This will save you 10% on material handling. If shipping directly to the venue, your carrier will not be checked in until the targeted move-in time and could result in a delay of your freight being delivered to your booth.
4. **Shipping Labels:** Shipping labels will be sent out by Show Management for your specific zone. They are not included in the overall kit this year.
5. **Hanging Signs:** If you will have a hanging sign this year you must follow the procedures outlined below.
  - a. Complete the Hanging Sign Request form and return to Show Management by **Friday, January 15**
  - b. Fill out the PSAV Rigging Form and return no later than **Sunday, January 31**. After this date they won't be able to accept any additional hanging sign orders.
  - c. Ship your hanging sign separately from your booth freight to the Freeman Warehouse in advance using the special label provided (label will be sent upon receipt of the Hanging Sign Request Form). All hanging signs must be received at the Freeman Warehouse no later than **Thursday, February 25**. The signs will be hung in advance of move-in, once freight is dropped on the floor it will be impossible for PSAV to get a scissor lift out to hang any signs not received in advance.
  - d. At the end of the show, hanging signs will be the last items removed and will need to be sent separately from your booth freight.
6. **Outbound Shipping:** Due to the limited move-out time we are limiting show site pick-ups.
  - a. **Permitted to Pick-Up at Show Site:** Must be checked in no later than 8 a.m. on Friday, March 11 (for booths larger than 10 x 10)
    - i. Van Lines & Truckload Carriers
    - ii. Company Vehicles
    - iii. Privately Owned Vehicles (POVs)
    - iv. Air Freight Shipments
  - b. **Pick-Up Freight from the Freeman Warehouse:** Freight will be available for pick-up beginning on Monday, March 14 through Wednesday, March 16. See the material handling order form for all related costs. (If using Freeman Transportation the fee will be waived.)
    - i. Common Carriers & Less Than Truckload (LTL) Carriers
    - ii. Air Freight Carriers, Forwarders and Brokers
7. **Exhibitor Appointed Contractor:** If using an EAC you must notify Show Management and return the completed paperwork no later than **January 29**. This deadline will be strictly enforced this year.