

CRFA *Show*

MOVE – OUT INFORMATION

Tuesday, March 6

5:00PM to 10:00PM

Wednesday, March 7

8:00AM to 4:00PM

DEADLINE FOR REMOVAL OF GOODS IS 4:00PM WEDNESDAY, MARCH 7th.

No dismantling of exhibits or packing of goods may be done prior to show closing at 4:00pm on Tuesday, March 6th.

Under no circumstances can goods be removed on carts, hand dollies, etc. through the front doors of the building. All removal of goods must be through the rear doors of the building.

Material-handling crews will do their best to deliver storage items to you as soon as possible; however, you should not expect to receive these items until Wednesday morning, March 7th, unless you have made special arrangements.

During move-out, fork lift operators will assist you with the loading of goods as soon as possible after show closing. Please remember, all aisle carpet must be removed before equipment can begin to operate.

Please remember that it is the responsibility of the exhibitor to insure and safeguard his/her own goods and to insure their removal as soon as possible.

Most thefts occur during the move-in and move-out period when it is virtually impossible to control the number of people entering and leaving the building. It is a time of great confusion when security guards are not able to identify exactly who people are, where they are going and if they are authorized to be in the building. It is recommended that you wear your exhibitor badge at all times to clearly identify yourself.

Do not leave your booth unattended during move-out while waiting for a truck to load your goods. Items that can be hand-carried or loaded on dollies can easily be stolen from your booth at this time. If you plan to dismantle your booth on the day following show closing, leave only heavy items that are not easily lifted and your exhibit booth itself. **If you are concerned about certain products being left overnight please contact the show office for alternative storage arrangements.**

If you should observe a visitor, exhibitor or suspicious person committing a crime, report it to the show office or show security immediately.

Re-shipment of cases requires clear labels and instructions.

Goods left in the building after the move-out deadline will be removed by show management at the exhibitor's expense.

All food & beverage products remaining in storage after the deadline of Tuesday March 6th 5:00pm will be donated to the local food bank.