

Move Out Information

To increase the efficiency of exhibitor move-out, 21st Century Expo Group, Inc. has instituted the following Move-Out Schedule for this show. Exhibitors may begin to dismantle their booths **at 4pm.**

Move out schedule: Thursday, April 18, 2018 - 4pm-11pm

There is no marshaling yard. Please instruct your carrier to pick up booth material on **Thursday, April 18 by 8pm.**

Deadline for Driver Check-in is **6pm.** Drivers may start to check in at **3pm.**

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to be checked in with the 21stCEG Dock Supervisor by: **6pm**

Drivers will be placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the 21st CEG Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. ***If you are utilizing the services of Fed Ex or UPS, you must contact these carriers for a pickup of your materials on Thursday, April 18. These carriers will only retrieve materials for which they have prior pick up arrangements.*** Should your carrier fail to check in at the loading dock by 21st Century Expo Group, Inc. reserves the right to re-route the shipment via the official show carrier as necessary. Any shipment not picked up by 8pm will be re-routed via show carrier. Neither 21stCEG nor Show Management assumes any liability as a result of such re-routing. **ABF Freight, the official show carrier, is available for your shipping needs. ABF is a recommended option as the show ends at 4pm and FedEx and UPS only work during business hours and all freight must be picked up Thursday, April 18. You may contact them at 800-654-7019.**

All Bills of Lading must be turned in to the 21st CEG Service Center to be validated. Do not leave Bills of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the 21st CEG Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

For your convenience, any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the 21stCEG Service Center prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

Exhibitor dismantle ends **Thursday, April 18 at 11pm.**