

Move-Out Procedures

Dismantle Booth Exhibitors must be completely clear of hall by 11:59 PM on Tuesday, October 28 th .	Driver Check-In Review Driver Check-In Requirements. Carriers must arrive and check-in no later than 7 PM on Tuesday October 28 th .	Outbound Shipping If using Freeman for your outbound shipping, submit an <u>Outbound Shipping Form</u> to Service Desk before freight will be released to the driver. Before vacating your booth, bring packages to your shipper. Packages may not be left in booths.
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PACKING UP EARLY AND/OR BEFORE 4:00 PM IS PROHIBITED.

The JA New York Fall Show closes at 4:00 PM on Tuesday, October 28th. Plan your travel arrangements accordingly.

Official show labor will not be allowed onto the show floor until 5:00 PM. This will allow you time to pack up your merchandise in a secure environment. As a reminder, porter service will not be provided during move-out, so please plan accordingly. Please be aware that all Exhibitors need to vacate the building by 11:59 PM on Tuesday, October 28th.

Move-In and Move-Out Labor Regulations

- Materials for an exhibit display may not be delivered to the exhibition facility before October 24th.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from Show Management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out and exhibition dates and times may be subject to change. Show Management will notify Exhibitor of official dates, times and any changes.)
- Show Management reserves the right to assign specific days to Exhibitor for delivery of equipment and/or display items. Failure by Exhibitor to abide by such delivery schedule shall obligate that Exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.