

# MOVE IN PROCEDURES

## MOVE IN SCHEDULE

- **ISLAND BOOTH** Exhibitors only are able to move-in on Monday, September 21 between the hours of 4:00 PM and 8:00 PM.
- All other exhibitors will be moving in on Tuesday, September 22 from 7:00 AM to 5:00 PM
- **NOTE:** Special move-in requests (beyond the 7:00 AM to 5:00 PM period) must be approved by show management. Submit Special Move-In Request Form. Only hand carried displays are permitted to be set up on Show Day at 8:00 AM and set up needs to be completed by no later than 10:00 AM.
- **No forklift service is available on show day.**

## UNLOADING

- Forklift service is provided at no additional charge (Refer to Hargrove Section of Manual) during move-in hours only (4:00 PM to 8:00 PM on Monday and 7:00 AM to 5:00 PM on Tuesday).
- Exhibitors must provide all additional equipment and personnel. Paid labor can be secured from Hargrove.
- **No forklift service is available on show day.**

## DELIVERIES

- Delivery of your display, products and any other materials must be accepted by a representative of your company. **DO NOT SHIP YOUR MATERIALS TO BE DELIVERED BEFORE SEPTEMBER 21 at 4:00 PM**
- Neither fairgrounds personnel nor show officials will accept any deliveries.
- You may arrange acceptance of deliveries through Hargrove for a fee.

## SIGN / BANNER HANGING

- Exhibitors are permitted to hang their own banners or signs from the ceiling as long as they do not obstruct decorations put up by show management.
- If equipment or assistance is needed, it can be arranged through Hargrove for an additional charge.

## SECURITY

- **Security is provided inside the building, and does not include the inside of your booth.**
- Security service will be provided during move-in, show day and move-out.
- **VALUABLE ITEMS SHOULD BE REMOVED AT NIGHT OR NOT BE DISPLAYED UNTIL IMMEDIATELY BEFORE SHOW OPENING!!**
- Security guards reserve the right to inspect any incoming or outgoing materials or parcels including tool boxes, attaché cases, cartons, etc.

Exhibitors are required to insure all equipment and materials used in the exhibit.