

### Material Handling Agreement

During move-out hours, be sure to visit the ES Center to fill out your outbound shipping info.



### Outbound Booth Packing

Once your shipment is packed, return the completed Material Handling Agreement to the Exhibitor Service Center.



### Outbound Labels

Apply one outbound shipping label to each piece of freight to be picked up. Do not label boxes with contents if they are of significant value.

### Empty Freight Return

Once the aisle carpet is rolled back, freight empties will be returned to your booth space. Please be sure to give ample time for your freight return. You may purchase a "Priority Empty Return" to expedite the receipt of your empties.

### Carrier Check-In & Freight Removal

Check the Show Details page for Driver check-in hours and the time your shipment must be picked up by your carrier to avoid forced freight and return to warehouse fees.

### Booth Labor

Check in with the Exhibitor Service Center prior to your labor start time to ensure you are on the schedule.