

IMPORTANT SHOW CLOSING GUIDELINES

Carefully read the following move out procedures to allow for an organized and safe move out.

- ◆ **All carriers must check in by 5:00 P.M. on December 3, 2022**
- ◆ *All aisle carpet must be removed before any empty containers will be returned. Please allow ample time for this to do be done.*
- ◆ **It is the Exhibitor's responsibility to arrange for shipment of outbound freight from the show.** Please notify your carrier of the designated carrier check in date and time.
- ◆ **A bill of lading must be filled out and returned to the Great Lakes Events Exhibitor Service Desk for all shipments leaving the facility (including UPS and FedEx).** Be sure to fill out one per destination.
- ◆ *Be sure all outbound freight is clearly labeled. Complimentary shipping labels are available at the Nationwide Expo Services Service Desk. Any materials being shipped out FedEx, UPS or DHL must have the appropriate shipping labels, these will not be provided for you.*
- ◆ *All exhibitors must settle their account with Great Lakes Events before receiving a bill of lading.*
- ◆ *Great Lakes Transportation has been chosen as the recommended carrier of outbound freight for this show. A representative will be on-site to answer questions and arrange shipments.*
- ◆ **In the event that your carrier fails to check in by the designated deadline **December 3, 2022 by 5:00 P.M.** Great Lakes Events reserves the right to reroute your shipment via Great Lakes Transportation. Please note: After the deadline Great Lakes Events assumes responsibility for these shipments and the exhibitor assumes the responsibility for the shipping charges.**
- ◆ *Great Lakes Events strongly recommends that you stay with your materials until they are loaded onto your designated outbound carrier. Great Lakes Events is not responsible for any materials left unattended in your booth. Please take all necessary precautions when possible.*

YOUR COOPERATION DURING MOVE OUT IS GREATLY APPRECIATED