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## FREIGHT MOVE-IN AND OUT

### MOVE-IN

#### DELIVERY HOURS ONLY

Wednesday, October 7	8:00 am – 12:00 pm (FedEx and UPS ONLY) (NO SETUP)
Thursday, October 8	1:00 pm – 4:00 pm
Friday, October 9	8:00 am – 3:00 pm

Any deliveries made outside these times will be subject to a charge of \$55.00 per 100 lbs.

### MOVE-OUT

Monday, October 12 (POVs only)	The loading of POV's will begin upon the completion of the return of empties.
Tuesday, October 13	8:00 am - 12:00 NOON (Carriers must be checked in by 10am)

**You may ship your materials from the show via any carrier.** You are required only to contact your carrier, pack your materials, and file a Bill of Lading with the freight desk. Merchandise Mart Properties, Inc. assumes no responsibility for shipments until they are collected from the exhibitor's booth. A representative of the exhibitor should remain with their property until this has been done.

Representatives from Yellow Freight and Airways Freight will be on site for move-out. Airways Freight offers services for UPS and Fed Ex air and ground. They do not offer service for UPS or FedEx Freight.

**PLEASE NOTE: If your carrier fails to check in by the designated check in time of 10:00 am, your merchandise will be delivered to you via Yellow Freight, at your expense.**

### Helpful Hints for Shipping

- Make sure your shipper is aware of the delivery and pick-up schedule, in particular the driver check in time during move out.
- Check with your International Shipper and/or Broker for Importation Guidelines & Duty.
- Remember to include your Company Name and Booth Number on all shipments.

