

END OF SHOW PROCEDURES

Packing and Shipping Requirements after the Show

After Show Closes:

Empty containers will be returned after aisle carpet is removed. Keep aisles clear from boxes, displays and trash to make this process as efficient as possible.

- Booth dismantling/trash removal deadline will vary from show to show and will be published in your Exhibitor Kit.

Outbound Shipping:

Our goal is to get your freight from the exhibit hall to your next destination without any problems and a Material Handling Agreement provides the key information we need to accomplish this task. **Exhibitors must turn in a Material Handling Agreement to the SERVICE DESK (no exceptions)**. A trucking company bringing in a Bill of Lading is not sufficient.

The Art Craft Display Service Desk will accept your Material Handling Agreement after your booth is packed and ready to be shipped.

- **Do Not leave the Material Handling Agreement at your booth.**
- **Your Material Handling Agreement needs to include your booth number.**
- **If freight is not picked up by the deadline it will re-routed via the most convenient carrier.** This is called "Forced Freight". Exhibitors will be responsible for all re-routed freight charges.
- Make sure all your items have labels on them. If you have multiple items on a pallet, make sure that it is shrink wrapped or banded to ensure your items stay together. You may request this service at the Service Desk for a nominal fee, or you can bring your own shrink wrap.

Consequences of Leaving Show Without Following Procedures:

Freight left behind without completed paperwork may experience delays and freight may be forced at the exhibitor's expense.

- Items left behind in your booth that are not labeled for outbound shipment will be considered abandoned and deemed as trash.

Other Important Information:

- Forklift assistance for repacking/loading is available after empty crates and cases have been returned.
- Wait time for freight carriers varies pending completed paperwork and exhibitor tear down.
- Be sure your freight carrier knows the company name and booth number they are picking up.
- When events have a large amount of freight being moved out, a Marshalling lot will be established. All freight carriers and/or POV's (Privately Owned Vehicles) needing assistance with reloading must check in with the lot Marshall.
- Make sure your exhibiting staff knows the procedure for moving out and has the labels and instructions for getting your equipment to its next destination.

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