

MOVE-IN AND MOVE-OUT REMINDERS

IMPORTANT NOTES

- The deadline for Advance Warehouse Shipments to be received on or before Wednesday, February 26, 2020.
- Be sure to review the online Freight Target Floor Plans to find your booth's target move-in date and time.
- All shipments (display/product) must be in the exhibit space and unpacked with crates ready for storage by **Friday, March 13, 2020 at 5:00 p.m.**
- Exhibitors working before 7:00 a.m. or past 6:00 p.m. must complete an Extended Work Authorization Form available through your Sales Manager prior to the Show or at the Help Centers on-site.
- Move-out begins at 3:01 p.m., Tuesday, March 17, 2020. Do not begin packing your product or dismantling your booth early! If observed tearing down early, exhibitors may receive a \$1,000 fine.
- Exhibitors are responsible for their booth and items at all times. Security vendors are available for hire during off hours.

EXHIBITOR MOVE-IN SCHEDULE

Thursday, March 5, 2020	8:00 a.m. – 4:30 p.m.	Lakeside Center (Hall D)
Friday, March 6, 2020	12:00 p.m. – 4:30 p.m.	South Bldg. (Hall A) and North Bldg. (Hall B)
Friday, March 6, 2020	8:00 a.m. – 4:30 p.m.	Lakeside Ctr. (Hall D)
Monday, March 9, 2020	8:00 a.m. – 4:30 p.m.	South Bldg. (Hall A), North Bldg. (Hall B) & Lakeside Ctr. (Hall D)
Tuesday, March 10, 2020	8:00 a.m. – 4:30 p.m.	All buildings – including North Bldg. (Hall C)
Wednesday, March 11, 2020	8:00 a.m. – 4:30 p.m.	All Buildings
Thursday, March 12, 2020	8:00 a.m. – 4:30 p.m.	All Buildings
* Friday, March 13, 2020	8:00 a.m. – 4:30 p.m.	All Buildings

* **All booths must be set by Friday, March 13, 2020 at 5:00 p.m. Exhibitors may work later on Friday, March 13, if necessary.**

EXHIBITOR MOVE-OUT SCHEDULE

Tuesday, March 17, 2020	3:01 p.m. – 10:00 p.m.	All Exhibit Halls
Wednesday, March 18, 2020	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Thursday, March 19, 2020	8:00 a.m. – 4:30 p.m.	All Exhibit Halls
Friday, March 20, 2020	8:00 a.m. – 4:30 p.m.	Lakeside Center
Friday, March 20, 2020	8:00 a.m. – 12:00 noon	North & South Buildings
Saturday, March 21, 2020	8:00 a.m. – 12:00 noon	Lakeside Center

South Building & North Building Exhibitors – All materials must be packed, Material Handling Agreements (MHA) turned into the Exhibitor Services Center and freight removed by 12:00 noon, Friday, March 20, 2020. Shipments will start being rerouted at 12:00 noon on Friday, March 20, 2020.

Lakeside Center Exhibitors – All materials must be packed, Material Handling Agreements (MHA) turned into the Exhibitor Services Center and freight removed by 12:00 noon, Saturday, March 21, 2020. Shipments will start being rerouted at 12:00 noon, Saturday, March 21, 2020.

CRATE RETURN SCHEDULE FOR ALL BUILDINGS

The Show closes at 3:00 p.m. on Tuesday, March 17, 2020. The anticipated schedule to return cardboard boxes, fiber cases and empty crates for products will be as follows:

Tuesday, March 17, 2020

- 3:01 p.m.** Begin removal of aisle carpeting.
- 4:00 p.m.** Begin returning cardboard boxes, fiber cases, specially marked product containers and all empty crates.

Wednesday, March 18, 2020

- 1:00 a.m.** Anticipated completion of returning all empty crates.

SECURE YOUR PRODUCT SAMPLES AND MERCHANDISE

During move-in, move-out and Show days, IHA will provide perimeter guard service in all exhibit halls. IHA will provide additional security after the Show closes on Tuesday, March 17, 2020. To aid in these efforts, it is imperative that exhibitors secure their product samples and merchandise. Take advantage of the complimentary security lock-up areas available on each exhibit floor and do not leave booth unattended.

Four Productive Show Days

Saturday, March 14,
10:00 a.m. – 5:30 p.m.

Sunday, March 15,
8:30 a.m. – 5:30 p.m.

Monday, March 16,
8:30 a.m. – 5:30 p.m.

Tuesday, March 17,
8:30 a.m. – 3:00 p.m.

POWER HOUR:
5:30 - 6:30 pm,
Saturday - Monday!
(see below for more info)



March 14 - 17, 2020
McCormick Place | Chicago

march 14,	saturday,	10:00 am - 5:30 pm
march 15,	sunday,	8:30 am - 5:30 pm
march 16,	monday,	8:30 am - 5:30 pm
march 17,	tuesday,	8:30 am - 3:00 pm

POWER HOUR:
5:30 - 6:30 pm,
Saturday - Monday!

(appointments recommended)
An opportunity to extend buyer meetings an additional hour after the 5:30 pm close



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