

MOVE-OUT BULLETIN

KBIS 2023 will close Thursday, February 2 at 5:00 p.m.

- Please keep in mind that attendees are entitled to view your exhibit until that time. Dismantling of exhibits is to start **ONLY** after the show has closed.
- **SECURITY** - Please remove all items of value from your booth and tables at show close, remember this is not a secure there will be freight doors open with multiple exits available. Rental furniture will be picked up Thursday evening.
- **aisle CARPET** - Removal will take place Thursday, February 2 from 5:00 p.m. to 6:00 p.m.
- **EMPTY RETURN** - To facilitate the return of empty cartons, cases and crates, it is necessary for all exhibitors to compress their booth space as much as possible. Space must be available to place these items within the confines of your booth space. If using an Exhibitor Appointed Contractor, please make sure they are aware of this need.
- Cardboard cartons and cases will be returned first, followed by the return of crates. Cartons and cases will be returned by midnight on Thursday, February 2. Crates will be returned by 10:00 a.m. on Friday, February 3.
- **PRIORITY DISMANTLING** - Exhibitors with a move in date of Monday, January 30 must begin dismantling on Thursday evening, February 2, to allow room for the opening of freight doors and the return of empty containers. Drivers scheduled to pick up these materials must check-in Friday, February 3 by 8:00 a.m.
- All other exhibitor materials must be packed and ready for removal by Sunday, February 5 at 12:00 p.m.
- **CARRIER CHECK IN** - Please have all carriers check-in at the Marshalling Yard no later than Sunday, February 5 at 8:00 a.m.
- **DOCUMENTS** - You may obtain your pre-printed shipping documents (Material Handling Agreement) and labels at the Freeman Exhibitor Service Centers. Please do not leave your Material Handling Agreements in your booth. They must be turned in at the Freeman Exhibitor Service Center when completely filled out.
- Please turn in completed Material Handling Agreements by Sunday, February 5 at 12:00 p.m.
- **PERSONAL VEHICLES** - Exhibitors with personal vehicles requiring Freeman assistance will need to have a completed MHA from the Freeman Service desk in order to be loaded.