


**No Smoking Allowed in the OCCC.**
**IMPORTANT REMINDERS**
**We hope you had a great show!**

- ♦ Do not leave small, concealable items in your booth overnight.
- ♦ Do not list contents of boxes — just list shipping addresses.
- ♦ Remove all valuable equipment (TVs, VCRs, cameras, laptops, loose items, etc.)
- ♦ Pack your entire exhibit as soon as move out begins.
- ♦ Report any/all theft immediately to show security.
- ♦ Exhibitors are asked to keep away from dock areas for safety reasons and to ensure that freight can be returned on a timely basis.
- ♦ **TAKE CARE OF YOUR BELONGINGS. EXHIBITORS/EACs ARE RESPONSIBLE FOR THEIR OWN GOODS. DO NOT LEAVE VALUABLES UNATTENDED.**

**MOVE-OUT**

**All exhibits must remain up and in place until move out begins at 3:00 pm on Thur, Oct 20. Exhibitors who violate this rule will lose priority status for the 2023 NBAA-BACE priority placement. This rule will be strictly enforced.**

**PLEASE KEEP ALL AISLES CLEAR OF EXHIBIT MATERIALS UNTIL ALL AISLE CARPET HAS BEEN REMOVED.**

**MOVE-OUT SCHEDULE**

Thur, Oct 20	3:00 pm - 10:00 pm
Fri, Oct 21	8:00 am - 7:00 pm
Sat, Oct 22	8:00 am - 7:00 pm
Sun, Oct 23	8:00 am - 12:00 noon

**NOTE: The process to return the empty containers will begin once aisle carpet has been removed and will take up to 8 hours. Freeman has a targeted plan of when empties will be returned, which can be viewed at the Exhibitor Service Desk. Please plan accordingly.**

**MOTORIZED VEHICLES**

**All motorized vehicles and mobile units leaving must be escorted out by Freeman personnel before the aisle carpet is removed.** A representative will be at your booth at 3:05 pm on Thur, Oct 20. Please stop by the Exhibitor Service Desk with questions.

**FREEMAN/EXHIBITOR SERVICE CENTER | Located in Booth 5435.**

**Exhibitor Service Center On-Site Phone #: 855.424.3738**  
**Exhibitor Service Center Hours:**

Thur, Oct 20	8:00 am - 10:00 pm
Fri, Oct 21-Sat, Oct 22	8:00 am - 5:00 pm
Sun, Oct 23	8:00 am - 12:00 noon

Note: Freight that is not picked up by noon on Oct 23 will be returned at owner's expense.

**NOTE: CHILDREN UNDER 18 ARE NOT PERMITTED ON THE SHOW FLOOR DURING MOVE OUT.**

**EMERGENCY: Dial 911**

**SECURITY: 407.402.4136, S322**

**First Aid: South** - Concourse level 2 outside Hall SB near elevator

**Lost & Found:** South Concourse Registration; will be given to Security S322 daily if not claimed.

**EXHIBITOR & EAC ACCESS**

Exhibitors and EACs are required to wear either exhibitor badges or security wristbands during move-out.

**Exhibitor & EAC**

<u>Wristband Pick-Up</u>	<u>24-hour Door, South B Dock</u>
Thur, Oct 20	3:00 pm - 5:00 pm
Fri, Oct 21	7:00 am - 5:00 pm
Sat, Oct 22	7:00 am - 12:00 noon

**NOTE: EACs will not be able to bring ladders and job boxes on to the show floor until Thur, Oct 20 at 5:00 pm after all aisle carpet has been removed.**

*Drivers must check in by 8:00 am on Sunday.*

**WASTE/TRASH**

Exhibitors and EACs/stand builders are responsible for disposing of their trash and unused materials. Trash must not be placed in aisles, outside the exhibit halls or in other exhibitors' booths. Waste bags, bins and pallets may be ordered through the Exhibitor Service Desk.

**LABOR**

If you are using Freeman labor, refer to the installation and dismantle order form to place your order for labor. Straight time and overtime hours are listed on the order form.

**Exhibitors supervising Freeman labor will need to pick up and release their labor at the Exhibitor Service Desk.**

**CLAIMS**

**PLEASE NOTE: CLAIMS ARE NOT ACCEPTED AFTER THE END OF THE SHOW.**

**NBAA CONTACTS DURING MOVE OUT**

<b>Sarah Kurusz</b>	202.802.0318
<b>Margie Morgan</b>	804.396.1992
<b>Maureen Cameron</b>	202.203.0609
<b>Sacha Carey</b>	202.821.8814

**DONATIONS BEING ACCEPTED**

Donate your unwanted exhibit and marketing materials that could be useful to those in need. Donation bins will be located adjacent to the Exhibit Staff office, Booth 5427.

[Learn more about this Material Donation program here.](#)

[Help make NBAA-BACE a more sustainable show!](#)