



MOVE-IN / MOVE-OUT INSTRUCTIONS (1 OF 3)

Below are instructions for Move-In and Move-Out for the EXPO. Be sure to read all Drayage Charge information to avoid "surprise" invoices on-site from the Official Service Contractor. Plan ahead to avoid timely and costly on-site modifications. Contact an EXPO staff member at 512.579.3857 with questions.

MOVE-IN INSTRUCTIONS

Freeman is the designated material handling company. They will control access to the exhibit hall of all delivery and freight trucks, administer assignment and usage of loading docks, and supervise the loading and unloading of freight shipments. Nursery/Landscape EXPO has contracted with Freeman to handle at no charge to the exhibitor any PRODUCT that is sold by the exhibitor in their normal course of business except if any of the following occurs: (1) your shipment is received by Freeman Warehouse; (2) upon arrival of your shipment at show site, you, or your company representative, are not present on the dock to sign the carrier paperwork; (3) your shipment is consigned to Freeman; and/or (4) Freeman stores any empty crates, cases, or cartons for you at show site. For an exhibitor move-in schedule, (time and day of move-in) **CLICK HERE**. If an exhibitor does not need to unload their products, move-in will be on **Aug. 19th-20th**. For more information on move-in/move-out procedures please refer to the EXPO Policy Manual on page 6 or **CLICK HERE**.

STAGING AREA INSTRUCTIONS

TUESDAY AUGUST 17TH	TNLA Approval Required
WEDNESDAY AUGUST 18TH8AM TO 5PM
THURSDAY AUGUST 19TH8AM TO 5PM

ALL VEHICLES arriving for unloading must first report to the designated Staging Area. There will be no exceptions. Vehicles will then be disseminated according to booth size and locations, required dock space, and product—not necessarily first-come-first-serve. Drivers will be required to provide their drivers license number and mobile phone number upon arrival at the Staging Area. Dock passes will be distributed at the Staging Area check-in. Wrist bands will also be issued to all personnel entering the convention center. The Staging Area is located at the Alamodome, Lot B. **CLICK HERE** for a Staging map and directions.

TIPS FOR YOUR DRIVER

All vehicles that require unloading **MUST** first report to the Staging Area. **CLICK HERE** for Staging map. All drivers will be required to give their drivers license number and mobile phone number upon arrival at the Staging Area. Know your booth number! Keep your dock pass (distributed at the Staging Area) visible on the dashboard at all times. Once your truck is unloaded you will be required to move your vehicle from the dock. Large truck/trailer parking information is available at the Staging Area.



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ARRIVING AT THE DOCK

Upon arriving at the dock, if you need a forklift or labor you will need to check in at the Freeman check-in desk which is located on the docks. Dock volunteers will be working the docks as well as inside the halls. They will be wearing a safety vest. These volunteers have worked many years with TNLA and are very familiar with the move-in process. Carts and dollies are available at the dock and inside the halls on a first-come-first-serve basis at no charge. Ice is available for plant material for the show at no charge. Water bibs are located on the docks. Wrist bands can be picked up at the Freeman check-in desk or given out by volunteers. Show programs will also be available during move-in. Exhibitor registration opens at **10:00 am on Thursday August 19th**.

IMPORTANT REMINDER: *For safety reasons, all children under 12 years of age must remain within the confines of the exhibiting company's booth space or accompanied by a parent or guardian during ALL Move-In/Move-Out hours.*

PARKING

Garage and surface parking are available around the convention center (on a limited basis) to Nursery/Landscape EXPO participants. **CLICK HERE** for parking map. Information regarding large truck/trailer parking will be available at the Staging Area and the loading dock. *Limited security will be provided.*

PARKS & PATIO MATERIALS

Exhibitors loaning and/or donating materials to the Parks & Patio areas should deliver materials to the on-site check-in station located in Hall A. We will not be able to accept materials at the EXPO Information Center, due to lack of room and staffing. Please report to the Hall A check-in station for all contributions. Parks & Patio staff will be available to receive materials beginning at **8:00 am on Tuesday, August 17th through 5:00 pm on Thursday, August 15th**. Since the Parks & Patio areas must be completed by EXPO opening, the earliest possible delivery time is the most desirable. Also, if you plan on donating leftover materials from your booth setup on Thursday, you should have already submitted a Booth Donation form prior to the EXPO indicating your plans. **CLICK HERE** for form.

REMINDER: *Be sure to label your plant materials with LOAN ONLY labels prior to arrival at show site if you are not donating your materials to one of the recipient organizations.*

SELLING YOUR BOOTH

We ask that if you sell your booth or a portion thereof to an attendee, please provide the buyer with a Bill of Sale. **CLICK HERE** to identify the sold product and inform the buyer that show security will not allow them to leave the show hall with the product **until 3:00 pm on Sunday, August 22nd**. Please place a sign in your booth indicating the name and phone number of the buyer. The buyers will need to follow the same move-out instructions as exhibitors. Please give the buyer these move-out instructions to assist them in their move-out process.



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MOVE-OUT INSTRUCTIONS

A copy of the move-out instructions will be placed in the exhibitor's booth on **Friday night, August 20th**. Exhibits may be dismantled beginning at 3:00 pm on Sunday, August 22nd; however, all exhibit materials must remain clear of the aisle where carpet is removed. Empty containers will be returned to your booth by Freeman beginning at approximately 4:00 pm. No exhibitor will be permitted to break down their exhibit or to remove any merchandise from their space prior to the close of EXPO at 3:00 pm. Violators will be subject to forfeiture of priority space selection status.

Absolutely **NO** wheeled carts/hand, carts/dollies, wagons, etc. will be allowed in or out of the exhibit hall prior to 3:00 pm on the final day of EXPO. If you sell your booth to an individual, be sure to let them know of this restriction!

MOVE-IN/MOVE-OUT FAQ

- **If I am loading my own vehicle, do I need to report to the Staging Area, or can I go directly to the convention center docks?**
ALL vehicles that need unloading MUST first report to the Staging Area.
- **Are carts and dollies available for use during move-in/move-out?**
Carts and dollies are available at the dock and throughout the exhibit hall on a first-come-first-serve basis at no charge.
- **Do I need a badge or some kind of identification to get in the hall during move-in/move-out?**
Yes, wrist bands are required during move-in/move-out and will be distributed at the Staging Area by Dock Volunteers and at the Freeman check-in station.
- **Is ice available for plant material during the course of the show?**
Yes, ice bins are located throughout the EXPO hall at no charge.
Hose bibs are also available on the dock side during move-in.
- **I need help unloading my materials when I get to the dock? What do I need to do?**
Labor and forklift assistance is available by signing in at the Freeman check-in station. They are located on the docks and may incur additional charges.

For more information on move-in/move-out procedures, please refer to the EXPO Policy Manual on page 6 or **CLICK HERE**.