

# FARWEST

## PORTLAND 2017

### EXHIBITOR MOVE-OUT POLICY

#### MOVE-OUT HOURS

Friday: 2 - 9 p.m. / Saturday: 8 a.m. – 3 p.m.

- NO packing or carrying out booth materials is allowed until after the show closes at 2 p.m. on closing day, Friday August 25, 2017.
- **Any exhibitor removing or dismantling exhibit display prior to 2 p.m. may be denied exhibit space at future shows.**
- The Farwest Show attracts a full and diverse audience for the exhibitor and expects to present a full show to all visitors and all fellow exhibitors during all scheduled hours of the show.
- If you require water drainage than go to the service phone in Room C-126. The building staff must do it for you.
- Keep boxes, display materials, and other objects out of the aisles until the carpet is rolled up. If you have anything on the carpet, DWA will not be able to get around you and it will slow down move-out.
- The return of empty containers will begin as soon as the aisle carpet has been removed. Please keep the aisles clear to expedite aisle carpet removal. It will take approximately **three (3)** hours to return all empty containers after the aisle carpet has been removed. **PLEASE BE PATIENT.**
- **Due to safety concerns it is strictly prohibited for exhibitors to climb through the empty container storage area looking for their empties.** Forklift service will not begin until the aisle carpet has been removed.
- Once the carpet is rolled up, carts will be released and forklift service will commence. **After the close of the show, take your “Dock Access Request” form (this is passed out Friday morning) to the DWA freight desk on the loading dock.**
- **All outbound shipments require a bill of lading.** You may obtain bills of lading and shipping labels at the DWA Service Desk located in Meeting Room C-126. Shipping is not an automatic process; please do not leave the bills of lading in your booth. **Return your bills of lading to the DWA Service Desk in Room C-126.**
- Complimentary forklift service for exhibitors with privately owned vehicles will be available after all “empties” have been delivered. If you have a carrier coming to pick up your booth materials, please note that a charge for drayage will be invoiced. For questions, please see DWA.
- All exhibit material must be removed prior to 3 p.m. Saturday, August 26. If there are any unclaimed items, a handling and storage fee may be charged.

## MOVE OUT PROCEDURES

ALL materials must be palletized, placed on racks or similarly organized and staged before any vehicle is allowed access to the building. This includes loading bays and roll-up doors. If you park and leave your vehicle to park your booth, you are prohibiting other exhibitors the chance to quickly load their palletized material up and go home. The OAN reserves the right to have your vehicle towed.

### MOVE-OUT SCHEDULE:

#### Friday, August 25 - Timeline:

- 2 p.m. - Show closes
- 2 - 3 p.m. - Aisle carpet removed
- 3 - 9 p.m. - Empties returned, push cars & forklift service available to exhibitors.

#### Saturday, August 26:

- 8 a.m. - Doors open for exhibitor move out
- 3 p.m. - All exhibitors must be out of the building.

### Loading Bay Access

**All vehicles seeking access to the loading dock Friday night, August 25 or Saturday August 26, must first report to the Traffic Manager on NE 1<sup>st</sup> Avenue** (at loading dock behind Oregon Convention Center) to obtain pass to be dispatched to the loading dock.

If docks are full, the **driver will need to provide the Traffic Manager the driver's cell phone** number and will be put on a waiting list. The driver may be required to drive off-site until space becomes available. **When a loading dock becomes available, the driver will receive notification to drive back to the loading dock area.**

### Freight Elevator and Roll-up Door Access

- Exhibitors who have hand-carried or push cart items that can be loaded into their vehicle without assistance may use the roll-up doors or the freight elevator to the underground parking garage.
- There are three roll up doors to the facility: A (located at the Northwest corner in Hall A), B and D (located on each end of the loading docks).
- Exhibitors will not be allowed access to the roll-up doors until move-out begins. Please do not try and park on the ramps before the show closes. This slows the process down for everyone and the area will be taped off. Again, the OAN reserves the right to have you towed.

**If you have any questions or concerns regarding the above information, please check with our DWA Representative at the Service Desk in Meeting Room C-126.**