



2019 Convention – MOVE-OUT INSTRUCTIONS

Sunday - January 20, 2019

All move-out activities will be managed out of the Lot E (500 Memorial Drive, Dallas, TX 75027) marshalling yard **with the exception** of exhibitors not needing to access a loading dock. Determine which of the following categories you fall into and follow the instructions:

If you **DO NOT NEED ACCESS TO A LOADING DOCK TO MOVE-OUT** (“booth in a box” and shipper pick-ups):

- Exit the hall the way you entered on Tuesday/Wednesday; no vehicle “load out pass” is needed.

If you **NEED TO BRING A VEHICLE/TRAILER/BOX TRUCK INTO THE HALL:**

- Make sure the combination “load-in/load-out/Lot E” pass that was issued to you during move-in is affixed to your rear view mirror. **(NOTE: you do not need to go to the Freeman Services booth to obtain a load-out pass)**. If you have lost your load-in/load-out/Lot E pass or if you have a third party who is assisting you with move-out and that party does not have a load-in/load-out/Lot E pass, passes will be available in the Freeman check-in trailer after 2 PM on Sunday in Lot E. No vehicle will be allowed in the convention hall on Sunday without a load in/load out/Lot E pass.

If you are **NOT PULLING A TRAILER (cars, trucks, SUVs)** - You may move your vehicle from Lot E (or from wherever your vehicle is located) anytime on Sunday to Hotel Street (street adjacent to Lot E). Volunteers will direct you on where to park.

If you are **PULLING A TRAILER OR HAVE A BOX TRUCK** – You may hook-up to your trailer **anytime you wish on Sunday** (or you may relocate to Lot E if you have parked your trailer/truck offsite). Once your vehicle is at Lot E, do not move – all vehicles must stay in place. Blocking our driving lanes will prevent other vehicles from hooking up. Vehicles blocking lanes will be subject to towing. If lot E is full, you will be directed to a nearby overflow lot.

Remember, you do not need to occupy your vehicle until after the show closes and the move-out process is ready to begin (usually one hour after closing). There is no advantage to occupying your vehicle before the show closes. Please read the following information:

What to Expect on Move-Out

- The move – out process will start at approximately 4 pm (attendees must be cleared from convention hall and food courts must be pushed back before move-out can begin).
- Vehicles not pulling trailers will be lined up along Hotel Street in order to separate them from vehicles pulling trailers. These vehicles will be released to the convention center before vehicles pulling trailers in order to more efficiently place them in the convention hall for load-out.
- Vehicles pulling trailers will be released into the convention hall as soon as all vehicles not pulling trailers have been released.
- The entire move-out process will take approximately 4 hours.

**THANKS IN ADVANCE FOR YOUR COOPERATION AND HAVE A
SAFE TRIP TO YOUR NEXT DESTINATION**