# Move-Out Information

To increase the efficiency of exhibitor move-out, Hargrove has instituted the following Move-Out Schedule for this show.

Friday, June 4 at 12:00 PM to 9:00 PM - Exhibitor Move-Out officially begins.

NOTE: See the Material Handling Estimate and Labor forms for straight-time, overtime and double-time (Labor) days and hours.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Hargrove Service Center.

Driver Check-In & Material Handling Agreement Deadlines

For Friday, June 4 outbound shipments:
Driver Check-In by: 8:00 PM
Material Handling Agreement by: 9:00 PM

Exhibitors who wish to ship materials by any carrier other than the official carrier should advise their carrier(s) to be checked in with the Dock Supervisor at the loading dock by Friday, June 4 at 8:00 PM. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Hargrove Service Center. Drivers whose Material Handling Agreements have not been turned in will be placed in a holding queue until the booth is packed and a Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by Friday, June 4 at 8:00 PM, Hargrove reserves the right to re-route the shipment via the official show carrier as necessary. Neither Hargrove nor Show Management assumes any liability as a result of such re-routing.

All Material Handling Agreements must be turned in to the Hargrove Service Center to be validated. Do not leave the Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded. Material Handling Agreements and additional labels will be available at the Hargrove Service Center at your convenience. No Material Handling Agreements will be issued until your balance is paid in full.

Friday, June 4 at 9:00 PM - Final clean up, Exhibitor Move-Out ends.

Shipment Pick-Up Address
Indiana Convention Center
100 South Capitol Ave
Indianapolis, IN 46225