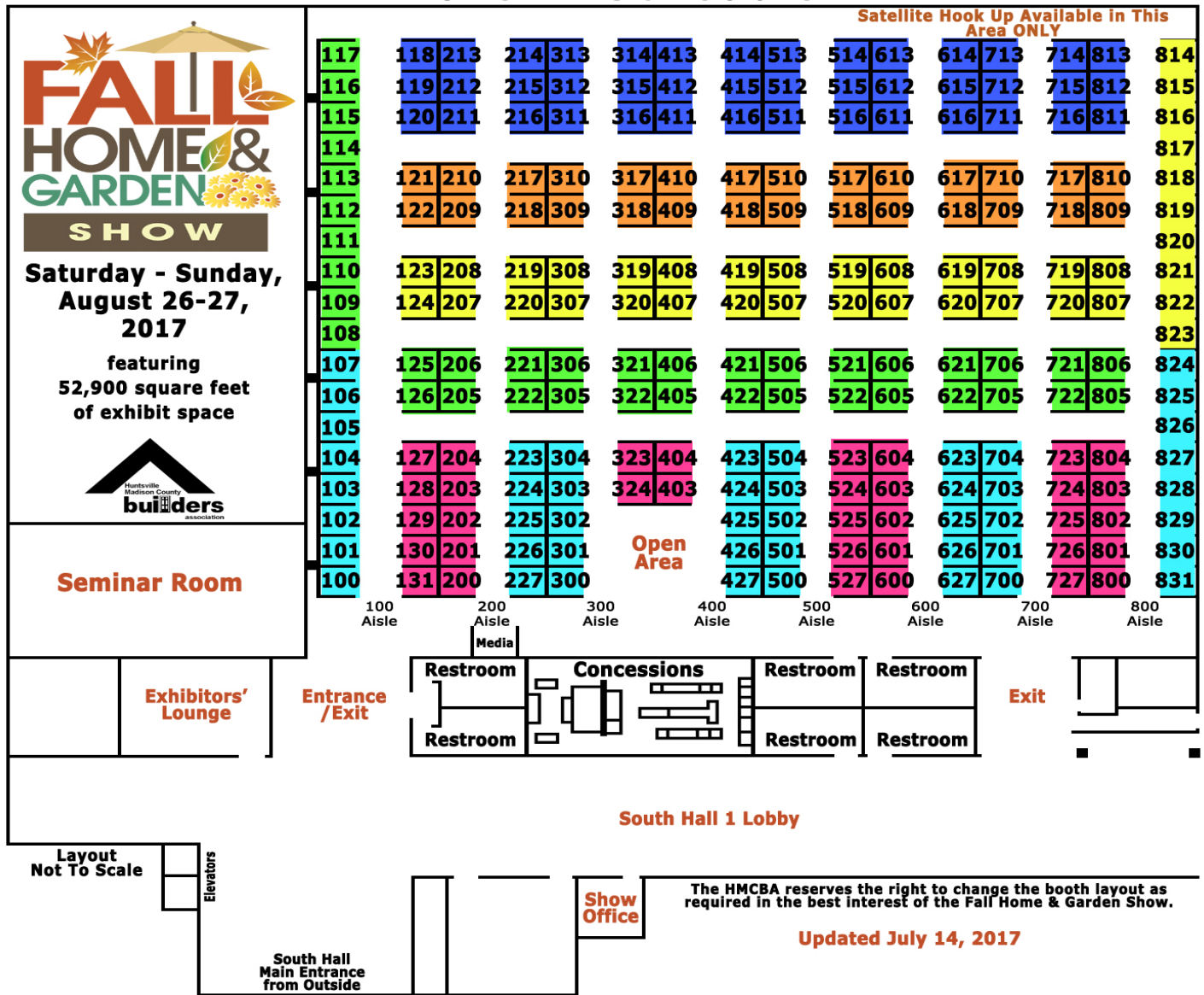


# Move In Schedule



Set up must be completed by Friday, August 25th at 6 pm. No exceptions.

\* No vehicles are allowed in the VBC except for unloading. All vehicles must be moved outside as soon as they are unloaded. Please unload your vehicle and then come back to set up your booth. This will help avoid traffic congestion on the show floor. Vehicles only permitted on floor Thursday.

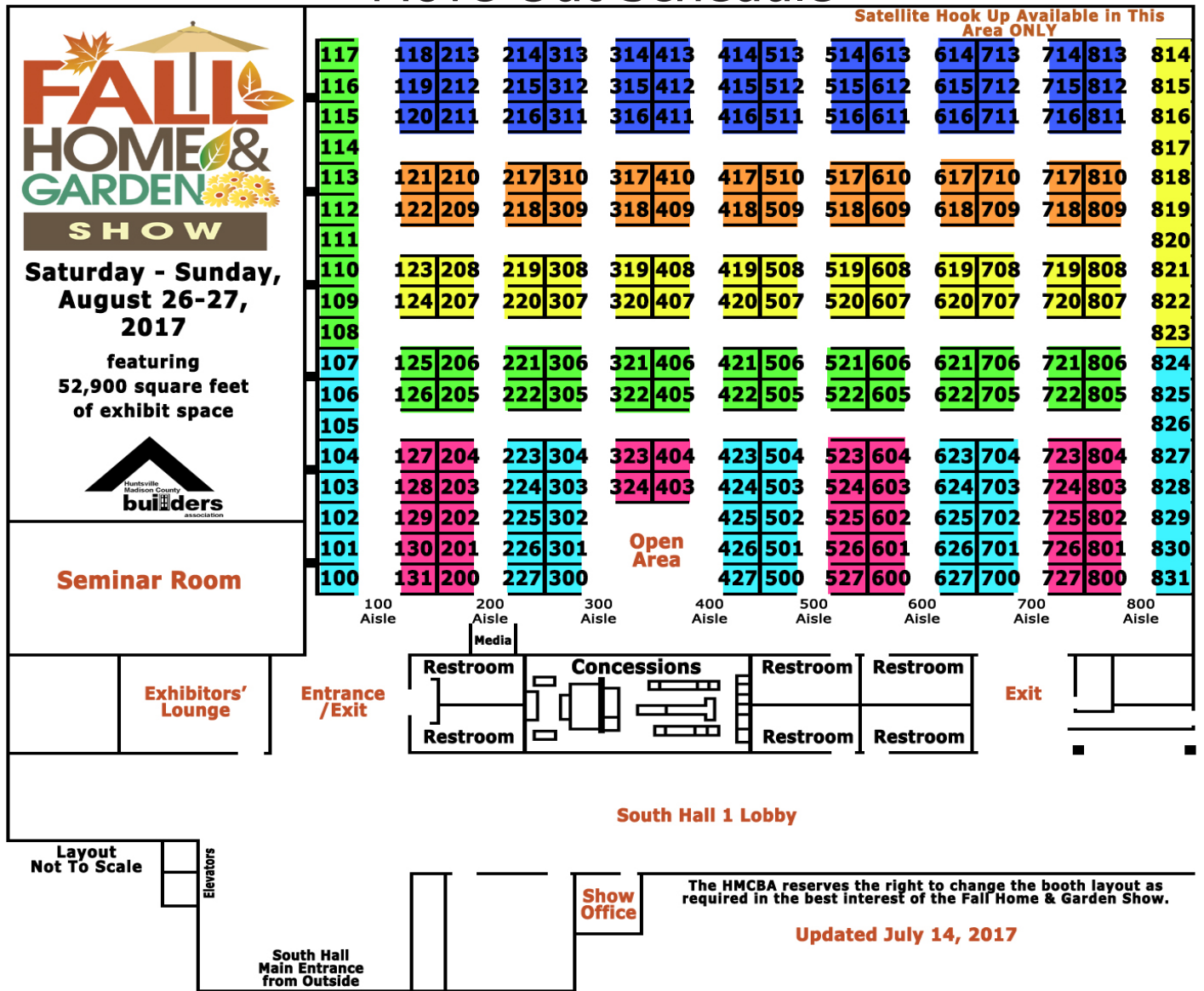
\* Vehicle traffic on Thursday will end at 7:30 pm. You may continue to work on your booth but once you leave the building you can not re-enter. All booths must be set up completely and aisle cleared by 6 pm on Friday.

Please do not arrive before your scheduled **MOVE-IN** time.

- Thursday 8am - 11am
- Friday 8am - 11am
- Thursday 11am - 2pm
- Friday 11am - 1pm
- Thursday 2pm - 5pm
- Friday 1pm - 4pm

Contact Theresa at 256.536.2602 to make special arrangements regarding move in or move out.

# Move Out Schedule



\*\*\* No items can be removed from your booth area prior to 5:30 pm on Sunday, August 27th! \*\*\*

Please disassemble your booth before entering the South Hall with your vehicle to load. This will help expedite the move-out process and allow everyone to vacate the VBC promptly.

\*\*\*All items must be removed from the South Hall by 6:00 pm on Monday, August 28th. Any items left will be forfeited to the VBC. The exhibitor may incur sanctions from the H/MCBA including being barred from participating in future Shows, exclusion from the booth lottery, and other penalties as deemed appropriate by Show Management.\*\*\*

Please do not arrive before your scheduled MOVE-OUT time.

- Monday 8am
- Monday 11am
- Monday 9am
- Monday 12pm
- Monday 10am
- Monday 1pm

If you have a labor intensive booth to tear down, large display, or you require special accommodations to move-out, contact Theresa at 256.536.2602