



[Click Here for Move-Out \(By Name\)](#)

[Click here for Move-Out \(By Time\)](#)

MOVE-OUT NOTICE 2012

Our move-out period requires that we vacate the facility by 3:00 p.m. on Tuesday, February 7.

Keep in mind, carpenter labor is required for dismantling exhibits. Please visit the VISTA Service Desk located in the Lobby to make early reservations. This will assist you in moving out as efficiently as possible.

At show close, aisle carpet must be removed before the return of empty crates and boat loading can begin. This will take approximately one hour. After carpet has been removed, empty crates will be returned to exhibits for re-packing. It will take approximately four to five hours to return all empty crates to all exhibitors.

Boats that can be pushed by hand are permitted to leave on Sunday 2/5 starting at 5:30 p.m. after the aisle carpet is rolled up. All electric power to boats and exhibits will be shut down at 5:00PM on Sunday. Please make sure that all equipment is powered off prior to 5:00PM to avoid any delays/damage.

**All vehicles must enter the loading dock through the Ohio Avenue & Bacharach Boulevard ramp.
No vehicles are permitted to enter the building via the exit ramp of the loading dock.**

**All crated materials must be packed and ready to load onto outbound carriers by
Monday, February 6 by 10 a.m.**

Be sure to stop by the VISTA Service Desk and complete a bill-of-lading if you are shipping display materials/equipment from the AC Center. Exhibitors unable to meet their target time (above) will be routed onto alternate carriers. Alternate carriers for freight have been alerted. Exhibitor(s) must understand that they are responsible for any and all additional charges incurred resulting from re-routing. Please help us avoid this expensive and undesirable option by meeting your schedule.

Thanks in advance for your help and cooperation.