

SOME HELPFUL HINTS TO MAKE EXHIBIT MOVE-OUT RUN SMOOTHLY

1. Designate someone with experience to supervise the move-out.
2. Develop a move-out guide. At the very least, the exhibit service manual should be used and a list with names and telephone numbers of the appropriate service providers, such as carriers, should be made up beforehand and readily available.
3. Make sure that at least one person on-site knows the transportation options available and is a person who has a good understanding of the whole teardown process.
4. Assign someone to be in charge of the move-out who knows how to complete the drayage form to release freight to the carrier. If you leave the name of the carrier blank, this allows the general contractor to choose a carrier. Be sure to fill in the name of the carrier desired, and list an accurate piece count.
5. Don't write "one loose lot" as a piece count.
6. Don't submit the bill of lading until the exhibit is ready to be loaded.
7. Work with the carrier to ship expensive, sensitive or prototype exhibits and products the same night the show breaks, if possible. This will help to avoid losses from theft.
8. Work with the installation and dismantling company, the carrier and labor unions to schedule delivery efficiently and eliminate "dead time" for laborers.
9. Let the carrier know the logistics, time frames and other contingencies with which they might be faced. The carrier then knows such essentials as the booth number, who to make arrangements with, etc.
10. Prepare the paperwork in advance as much as possible, with a note attached that the arrangements are still pending, if appropriate.
11. Obtain the bill of lading from the show contractor and fill in the probable carrier, destination, and other items.
12. Call the carrier the day before to give a representative the opportunity to come by the booth and be directed to the person in charge of move-out, or to get the details of the move-out.