



Move-In / Move-Out Form

Deadline: November 14, 2011

Indoor Exhibit Outdoor Exhibit Booth Number(s): _____

Contact: _____ Title: _____

Company: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Country: _____

Phone: _____ Fax: _____

E-Mail: _____ Cell: _____

EXHIBITOR MEETING: TUESDAY, MARCH 13, 2012 - 2:30pm-3:30pm

Indoor Exhibitors

Move-in on Tuesday, March 13. Indoor exhibits will dismantle on Saturday, March 17, between 2:00pm-7:00pm. Freeman will provide your shipping cases. You should make arrangements with Freeman prior to the end of the show for forklift use to tear down your exhibits and about your return shipment.

Outdoor Exhibitors

Move-in will be accomplished on a schedule beginning Friday, March 9, 2012 through Tuesday, March 13, 2012. Once we have received your equipment and assembly information we will provide the move-in/move-out schedules. We will have these completed by December 2, 2011. If you wish to move-out Saturday afternoon after the show, between 2:00pm and 6:00pm, you must be able to do so without the use of a crane or forklift, and move under your own power. This applies only to tire mounted equipment. You must advise us of your desire to do so and provide us with your plan for moving out. No motor carriers will be able to enter the JW Marriott San Antonio Hill Country Resort & Spa property Friday afternoon or evening. We will be working on scheduling the outdoor exhibit tear-down to avoid gridlock, but this will take cooperation by you and your truckers. **IMPORTANT:** Security will not let anyone through the gate that Show Management has not approved for movement.

____ YES! We would like to leave Saturday between 2:00pm-6:00pm.

Our plan for movement is as follows: _____



Outdoor Exhibits (continued)

Deadline: November 14, 2011

Load Information

Contact Name: _____ Phone: _____

Company: _____ Booth Number(s): _____

Exhibitors that will require two (2) hours or less to accomplish tear-down and that will be ready for movement out of the exhibit area Saturday morning, March 17, must let us know as soon as possible, but **no later than October 14, 2011**.

1. To accomplish move-in and move-out, we will need the:

- 70 Ton Crane loading unloading assembly & dismantle
 10,000Lb Cap. Forklift loading unloading assembly & dismantle
 Manlift loading unloading assembly & dismantle
 We will bring any special slings or devices needed for loading/unloading. (This may include lifting eyes and shackles on your equipment).

2. We will have a truck/trailer come into the exhibit area for drop-off and pick-up. Yes No

3. The expected over-all length of our tractor-trailer (including ponies) will be _____ ft.

4. The gross weight of our equipment will be _____. (less than 10,000Lbs.)

The weight of each piece of equipment over 10,000Lbs is as follows:

1. _____ Lbs 2. _____ Lbs. 3. _____ Lbs. 4. _____ Lbs.

5. Estimated number of days it will take to assemble our equipment on-site is _____ days.

*(** Crane and forklift will be available from 8:00am-5:00pm each day except Saturday, March 17)*

6. We will pre-assemble some/all of our equipment off-site. Yes No

7. We would like to move in:

___ Friday (9th) ___ Saturday (10th) ___ Sunday (11th) ___ Monday (12th) ___ Tuesday (13th)

8. Estimated number of days to disassemble our equipment on-site is _____ days.

9. All equipment must be out of the exhibit area by 5:00pm Tuesday, March 20, 2012.

We will disassemble our equipment ___ On-site ___ Off-site. We would like to move out:

___ Saturday (17th) ___ Sunday (18th) ___ Monday (19th) ___ Tuesday (20th)

***Crane and forklift will be available 9:00am-5:00pm (Sunday-Tuesday) & 2:00pm-5:00pm (Saturday)*

10. The expected maximum height of our loaded tractor-trailer will be ___ ft. ___ in.

11. A Texas DOT Over-Height permit is required for over 14 feet.

12. Each exhibitor must provide old conveyor belting or plywood for tramming track vehicles and resting on the concrete surface. Belting is preferred since you can roll out a length and not have to expend as much labor in moving your equipment.

NOTE: Return both pages of the Move-in/Move-out form to:

Marcia Williams

(P) 469.359.6000

(F) 469.359.6007

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