



April 2022 - Move Out Bulletin

Thank you for participating at SF NOW 2022. Please read this important information to help make your dismantling and move-out easy. If you have questions, please feel free to ask our staff– we're here to help!

EXHIBITOR MOVE-OUT SCHEDULE

Exhibitor Move-Out

Friday, April 29, 6pm – 12am (midnight)

Saturday, April 30, 8am – 10am

All booths must be packed and removed by: 10:00AM on Saturday, April 30.

OUTBOUND SHIPPING

There is no targeted move out for this show. Exhibitors interested in move-out on Friday, April 29, must be packed and have their Material Handling Agreement turned into the FB International service desk by 10:00PM on Friday, April 29 if you are planning on loading out on Friday, April 29. To ensure all exhibitor materials are removed by this time, all carriers must be checked in by 8:00PM. Exhibitor move-out continues on Saturday, April 30. Exhibitors must be packed and have their Material Handling Agreement turned into the FB International service desk by 8:00AM on Saturday, April 30. ALL exhibitor materials must be removed by 10:00AM.

If you wish to mail your packages using a parcel service, such as FedEx, you must hand carry your boxes to a shipping center. **The closest shipping center for UPS, FedEx, DHL and Amazon is Mail Boxes & Co) at 1517 North Point Street**, their phone number is (415) 923-9840. They are open from 9:30am-6:00pm on Friday and 10:00am-4:00pm on Saturday.

MAKE A PRODUCT DONATION

Please contact Lorrie de Bellis (lorrie.debellis@emeraldx.com or 949-235-6285) prior to the close of show, to discuss donating any items. The exhibitor will be required to inform FB International of their intention to donate and will be provided with **specific** donation labels.

FREIGHT CARRIERS

If you have contracted a freight company you must do the following:

1. After packing, completely close, seal and label your freight.
2. Complete any forms required by your carrier. Also inform them that you have a shipment to be picked up.
3. Pick up a **Material Handling Agreement form** from the FB International Service Desk. Fully complete the form and return to FB International. Please **do not** leave your Material Handling Agreement in your booth.
4. Leave your freight in your booth. NOTE: For the safety & security of your product, we recommend that you or a staff member wait with your freight until it is picked up by FB International. Show Management/FB International cannot guarantee the safety of items left unattended.
5. The FB International service desk is located next to coat check in the front of the hall.

Damaged Panel Fee

Excessive damages to package booth walls will result in a panel replacement charge of **\$382.90** per panel, which will appear on your FB International invoice. A panel deemed to be damaged beyond repair will be subject to a replacement charge of **\$630.00** per panel. Cutting holes THROUGH any panel renders the panel a complete loss, and the exhibitor will be responsible for the full replacement cost of the panel. Please refer to the Damaged Panel Handout in the service kit for additional information.

Empty Container Return

Your empty containers will be returned to you starting at **6:00pm** and may take up to 2 hours to reach your booth.

EXHIBITOR HAND CARRY – Move out will be the same as move in.

- Friday, April 29, 6pm – 12am (midnight)
- Saturday, April 30, 8am – 10am
- Individuals moving the items must be employees of the exhibiting company and must carry identification.
- Exhibitors moving items must use the doors and routes designated by show management.

MOVE OUT RULES

1. Early move out is prohibited. Please do not pack or dismantle any part of your exhibit in any way prior to the official closing of the Market. Early packing will jeopardize your participation in future shows.
2. **ATTENDEES/BUYERS WILL NOT BE PERMITTED TO TAKE ANY MERCHANDISE OUT OF THE BUILDING.** ALL MERCHANDISE, WHETHER SOLD, EXCHANGED, OR GIVEN AS SAMPLES, MUST BE SHIPPED.
3. Badges are STILL required during move out to gain access to the hall. Exhibitor's employees helping with dismantling will be issued a wristband from Security personnel in the front of the Exhibit Halls. **Exhibitor's employees must carry suitable photo identification.** EXHIBITORS ARE FORBIDDEN TO BRING ANY ITINERANT PERSONNEL INTO THE BUILDING OFF THE STREET. EXHIBITOR ACCESS TO THE BUILDING TERMINATES AT 11:59 PM ON FRIDAY.
4. **CHILDREN UNDER 16 ARE NOT ALLOWED ON THE SHOW FLOOR DURING THE SET-UP AND DISMANTLING PERIODS. Proof of age may be required.**
5. During the move-out period, the Exhibitors' entrance and exit will be the same as during the set-up period. **PLEASE REMEMBER THAT DRAYAGE (material handling service/loading out service) IS INCLUDED IN YOUR EXHIBIT FEE.**

Do not leave your space unattended during the dismantling period. Most importantly, do not leave samples unpacked or cartons open on Friday night.

Thank you for your participation in SF NOW. We hope your experience with the show was a success. See you next year!