



Exhibitor Move-In & Move-Out Dates and Information

Exhibitor Move-In:

Monday	August 29, 2022	7:00 a.m. – Exhibit Work Begins w/ 24 hour access
Tuesday	August 30, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Wednesday	August 31, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Thursday	September 01, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Friday	September 02, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Saturday	September 03, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Sunday	September 04, 2022	7:00 a.m. – 9:00 p.m. End of Work Day
Monday	September 05, 2022	Labor Day – Exhibit Hall is Closed
Tuesday	September 06, 2022	7:00 a.m. – Work Resumes w/ 24 hour access
Wednesday	September 07, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Thursday	September 08, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Friday	September 09, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Saturday	September 10, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Sunday	September 11, 2022	7:00 a.m. – Exhibit Work Continues w/ 24 hour access
Monday	September 12, 2022	7:00 a.m. – 11:00 p.m. All Exhibits 100% Show Ready
Tuesday	September 13, 2022	7:00 a.m. – Aisle Carpet Installation/Docks Closed

Exhibit Completion, Aisle Carpet & Hall Cleaning:

All exhibits must be 100% show-ready by 11:00 p.m. on Monday, September 12th. CSS will begin installing the aisle carpet at 7:00 a.m. on Tuesday, September 13th. No vehicles or crates may be moved after this time, so that the aisle carpet can be installed, and all exhibit halls cleaned in time for the Wednesday, September 14th opening (at 9 a.m.) **If you need to move Vehicles in after 7:00 a.m. on Tuesday, please contact CSS to coordinate.**

Empty Storage for Crates & Containers:

There is no on-site storage space available outside of your exhibit space. Please contact CSS for assistance if you need short-term storage space during your construction process, 313.259.7632; bobbyw@convshow.com Otherwise, please make trucking arrangements for your crates and empty containers to be removed, stored, and returned after the show. Exhibitors and/or display houses will be charged accordingly to remove any materials left on the dock or within the facility.

Construction Floor Space Usage:

During installation and dismantle the floor space is limited, therefore all aisles are designated "No Freight/Fire Aisle". All crates, truss, etc. must be confined to your assigned booth space. Also, both table and circular saws, lathes, grinders, sanders, and other power equipment is not permitted to be set up and/or operated in the aisles or unprotected areas. Any exhibitor and/or display house that occupies unauthorized floor space (outside their assigned booth space) will be charged additional fees to remove their properties. Clear aisles are required for emergency access throughout the facility and are used to expedite freight. Please contact CSS for assistance if you need short-term storage space during your construction process, 313.259.7632; bobbyw@convshow.com

Keep Clear "No Freight/Fire Aisle":

All aisles will be designated "No Freight/Fire Aisle" and must be kept clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and are used to expedite freight and empty crate in motion.

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Exhibitor Move-Out:

Sunday September 25, 2022 7:01 p.m. – Dismantle Begins w/ 24 hour access

* Aisle Carpet & Vehicle Removal:

Aisle carpet removal will begin at 7:01 p.m. Exhibitors may have Teamsters attach the battery cables at this time, but they may not begin full vehicle load out until the aisle carpet is removed and a CSS representative has made an announcement to begin vehicle move-out. All vehicles must be removed from the Exhibit Floor on Sunday evening. Empty crates will not be returned until all vehicles have been removed and a CSS representative has deemed the show floor ready to receive empty crates.

Monday September 26, 2022 7:00 a.m. – Dismantle Continues w/ 24 hour access

Tuesday September 27, 2022 7:00 a.m. – Dismantle Continues w/ 24 hour access

Wednesday September 28, 2022 7:00 a.m. – Dismantle Continues w/ 24 hour access

Thursday September 29, 2022 7:00 a.m. – Dismantle Continues w/ 24 hour access

Friday September 30, 2022 7:00 a.m. – 7:30 p.m.*

***All crates and display properties must be removed from the Huntington Place by 7:30 p.m.**