



## Close of Show Guidelines & Outbound Shipping

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# Close of Show Guidelines

The Hale Northeastern Service Desk will reopen approximately one (1) hour prior to show close to assist you with Outbound questions. The Hale Northeastern Service Desk will be in the same location as it was at set-up.

Exhibitors are asked not to place any items on the aisle carpet once the show closes until the carpet is rolled out of the aisle. The aisle carpet will be rolled up immediately upon notice from Show Management that the show is officially closed or when the general announcement has been made. The Hale staff will have the carpet rolled in about (1) hour IF all exhibitors assist by keeping the aisles clear of their booth items.

No storage items (boxes or crates, etc.) will be returned to exhibitors until the aisle carpet is rolled. Hale's priority is to roll the carpet immediately upon show-closing. No forklifts will be used until aisle carpet is rolled. You may schedule forklift service by stopping at the Hale Service Desk. No exit doors / roll-up doors will be opened until aisle carpet is rolled.

# Outbound Shipping

To ensure proper handling, all outbound shipping Bills of Lading must be turned into the Hale Service Desk whether or not the Official Show Carrier will be used. If the shipment will be going outbound on a carrier other than the Official Show Carrier, exhibitors must make arrangements to have the shipment picked up before **12 PM Monday, January 24<sup>th</sup>**. To ensure the floor is clear for the next event, shipments not picked up by **12 PM Monday, January 24<sup>th</sup>** will be forced shipped on the Official Show Carrier. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

Please note, outbound FedEx or UPS shipments must now be scheduled by the shipping party. There is a charge for FedEx and UPS to pick-up outbound shipments from convention and exhibiting facilities. Failure to schedule with FedEx or UPS will result in the shipment being forced onto the Official Show Carrier and will be forwarded to the addressed recipient. Any charges resulting from a forced shipment will be the responsibility of the exhibitor.

**UPS Shipments:** UPS has very specific rules for shipping. *If you must use UPS, please be sure you have current, OFFICIAL UPS Labels affixed to your shipment.* Also, UPS does not allow us to call in a pick-up for you. **It is critical that you, as the UPS account holder, call UPS THE DAY BEFORE materials are supposed to be picked up from the show floor.**

**FEDEX: 1-800-GO-FEDEX**

**UPS: 1-800-742-5877**

ABF Freight offers substantial Show Carrier Discounts when selecting them as your freight carrier. For information and shipping arrangements, ABF can be contacted at 800-654-7019.

[Here is the address your carrier needs to pick up your freight.](#)

**Dulles Expo Center  
4320 Chantilly Shopping Center  
Chantilly, VA 20151**

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY THE PUBLISHED DISMANTLE DATES AND TIMES.  
AFTER THAT TIME, THEY ARE SUBJECT TO DISPOSAL AS ABANDONED ITEMS.  
NO ITEMS ARE TO BE LEFT FOR PICK UP AT A LATER TIME.