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## Buffalo Home Show Move-Out & Shipping Information

- **DO NOT START BREAKING DOWN YOUR BOOTH UNTIL THE ACTUAL SHOW END TIME.**
- **AT THE CLOSE OF THE SHOW HALE WILL ROLL UP ALL AISLE CARPET FROM MAIN SHOW FLOOR.**
- **DO NOT PLACE ANYTHING IN THE AISLES IN FRONT/SIDE OF YOUR BOOTH UNTIL THE AISLE CARPET HAS BEEN REMOVED. THIS WILL HAPPEN QUICKLY, BUT YOUR COURTESY IS APPRECIATED.**
- **NO VEHICLES WILL BE ALLOWED TO PARK AT ANY LOADING ZONE UNTIL ALL OF YOUR BOOTH DISPLAY MATERIALS ARE COMPLETELY PACKED UP.**
- **ONCE YOUR ENTIRE PRODUCT IS FULLY PACKED, YOU WILL BE ALLOWED ACCESS TO THE LOADING ZONES.**
- **NO VEHICLES WILL BE ALLOWED TO DRIVE UP ON TO THE MAIN SHOW FLOOR ON SUNDAY NIGHT.**
- **PLAN AHEAD, COORDINATE WITH YOUR TEAM/DRIVER.**
- All outbound shipments must have a Hale Bill of Lading filled out and returned to the Hale Service Desk. This authorizes us to place your materials on the carrier of your choice. **IT IS CRITICAL THAT THE HALE BILL OF LADING BE COMPLETED AND A HALE REPRESENTATIVE CHECKS YOUR SHIPMENT.**
- Bills of Lading and shipping labels are available at the Hale Service Desk – South floor show office.
- You must arrange pick up of your shipment with the Common Carrier of your choice.
- You may choose ANY carrier as long as they pick up your materials on time.
- **FED EX / UPS Shipments** have very specific rules for shipping.
- If you must use FED EX / UPS, please be sure you have current, OFFICIAL Labels affixed to your shipment. Also, FED EX / UPS do not allow us to call in a pick-up for you. It is critical that you, as the account holder, call THE DAY BEFORE materials are due to be picked up from the show floor.  
**FEDEX: 1-800-GO-FEDEX      UPS: 1-800-742-5877**

Here is the address your carrier needs to pick up your freight at SHOW SITE:

**Buffalo Niagara Convention Center**  
**153 Franklin St.**  
**Pearl Street Loading Dock**  
**Buffalo, NY 14202**

ALL ITEMS MUST BE CLEARED FROM THE SHOW FLOOR BY: **12:00PM Monday, March 13, 2023**  
**FREIGHT LEFT ON THE FLOOR WILL BE FORCED OUT ON THE HOUSE CARRIER AT THE EXHIBITOR'S EXPENSE!!**