



DISMANTLING NOTICE

HEAVY DUTY AFTERMARKET WEEK '24

GAYLORD TEXAN RESORT & CONVENTION CENTER

GRAPEVINE, TEXAS

Dismantling will begin at 1:00 pm on Wednesday, January 24. **ALL BOOTHS MUST REMAIN INTACT UNTIL THAT TIME. EXHIBITING SUPPLIERS WILL LOSE THIS YEAR'S SENIORITY FOR EARLY DISMANTLING AND BE FINED \$500.**

It is essential that exhibiting supplier personnel remain in their booth until their display materials are secured. All products which can easily be picked up must be securely packed **BEFORE YOU LEAVE YOUR BOOTH AFTER THE CONFERENCE CLOSSES AT 1:00 PM.** Neither Conference Management nor the drayage contractor can assume responsibility for this material.

**ALL EXHIBITS MUST BE PACKED, LABELED AND MADE READY FOR SHIPMENT
BY 10:00 A.M. ON THURSDAY, JANUARY 25.**

All booths still standing after that time will be dismantled by the official service contractor at the exhibiting supplier's expense. All trucks must be at the marshaling yard ***no later than 8:00 am on Thursday, January 25*** for shipment pick up or the shipment will be rerouted at the discretion of Freeman. Please make sure to contact your outbound carrier.

Any exhibit not packed or left on the product exposition floor will be packed by Freeman and re-routed on a carrier of Freeman's choice and removed at the exhibiting supplier's expense.

NO HAND TRUCKS, CARTS OR DOLLIES MAY BE USED.

Exhibiting suppliers will not be allowed to exit through any freight door or be allowed access to crate storage areas. Security guards are instructed not to allow exhibiting suppliers in the crate storage areas. Your cooperation in this matter will expedite an orderly return of your cartons and crates. Empty cartons and fiber cases will be delivered to your booth beginning at approximately 1:30 pm and can take up to six hours to return.

ALL PRIVATE VEHICLES TO BE LOADED.

Any exhibiting supplier who has merchandise to be loaded in a private vehicle will be required to obtain a Material Handling Agreement at the **Freeman Service Center** located at the registration counter outside of Hall B on Level 1 of the Gaylord Texan. A Material Handling Agreement will not be issued until your merchandise is ready to be loaded. After receiving your Material Handling Agreement, please proceed to the **Freeman Service Center** to receive load-out instructions from the Freeman Traffic Coordinator. **DO NOT PROCEED TO THE GATE WITH YOUR VEHICLE UNLESS YOU HAVE YOUR MATERIAL HANDLING AGREEMENT AND RECEIVED INSTRUCTIONS FROM THE FREEMAN TRAFFIC COORDINATOR!** Material Handling Agreements will be issued until 8:00 pm on Wednesday, January 25.

ABSOLUTELY NO ONE IS ALLOWED TO LOAD OR UNLOAD ANY EQUIPMENT OUTSIDE THE DOORS OF THE LONGHORN EXHIBIT HALL AT THE GAYLORD TEXAN.

Freeman Company will maintain a service desk throughout the course of the Conference outside of Hall B of the Longhorn Exhibit Hall on Level 1. The service desk will supply labels, Material Handling Agreements, accept labor orders for dismantling and assist you in scheduling your removal.

Fire regulations require that booth power be disconnected by 1:30 pm on Wednesday, January 24. Any exhibiting supplier requiring electrical service after 1:30 pm on Wednesday, January 24, must make special arrangements with Gaylord Texan Exhibitor Services at their service desk, which will be located outside of Hall B of the Longhorn Exhibit Hall on Level 1, no later than 10:00 am on Wednesday, January 24.

All outbound shipments must have a Material Handling Agreement showing correct count of pieces, weight, destination and billing. A sample Material Handling Agreement will be displayed at the Freeman Service Center.

Freeman Exhibit Transportation will be onsite to ship your freight. If, however, you wish to ship via a specific carrier, you must contact that carrier and list that carrier on the Material Handling Agreement.

The Freeman Marshaling Yard is located at the Gaylord Texan Resort & Convention Center, at 950 Turner Road, Grapevine, TX 76051. All trucks must report to the Marshaling Area located at the above mentioned address. All carriers must be notified to pick up shipments no later than 8:00 am on Thursday, January 25.

If you have any questions concerning shipping or dismantling, please resolve them at the Freeman Service Center during the conference to avoid problems later.

HDAW Conference Management requests your cooperation in the following areas:

1. The drayage contractor has been instructed by Conference Management to keep all exhibit materials clear of the "NO FREIGHT AISLES".
2. Please do not give the labor crew gratuities in an attempt to return your empties first. All empties will be returned in an orderly fashion as soon as possible.
3. To enter the product exposition hall after 1:00 pm on Wednesday, January 24, and during the remainder of the move-out, personnel will be required to wear either their exhibiting supplier badge or obtain a move-out badge from the Security Desk, located near the front entrance of the product exposition floor.

Exhibiting suppliers are reminded that plants and flowers are rental items and the property of the florist. Please move them to the side to avoid damage. Your help in securing them from theft would be appreciated.

EXHIBITING SUPPLIERS ARE NOT ALLOWED TO USE THE FREIGHT DOORS TO BRING FREIGHT IN OR OUT OF THE PRODUCT EXPOSITION HALL. ANY FREIGHT BEING MOVED IN OR OUT OF THE FREIGHT DOORS MUST BE DONE BY THE GENERAL CONTRACTOR.

PLEASE NOTIFY ALL PERSONNEL OF THIS NOTICE