

# FARWEST

PORTLAND 2019

## EXHIBITOR MOVE-IN & MOVE OUT PROCEDURES & POLICY

### MOVE-IN

#### MOVE-IN SCHEDULE:

Exhibitors are allowed to begin your move-in and access to the loading dock based on booth location. The allowable starting time for 2019 is as follows:

- Monday, August 19
  - 8am-8pm: Booth numbers ending in 07 to 37
  - 2pm-8pm: Booth numbers ending in 43 to 63
- Tuesday, August 20, 8am-8pm: All booth numbers

As stated in the exhibitor terms and conditions, **all booth displays need to be completed by 8 p.m. on Tuesday, August 20.**

#### MOVE-IN & MOVE-OUT AGE LIMIT:

Move-in and move-out of the show floor requires the use of heavy equipment and machinery and safety is a major concern of the OAN. No children under the age of 11 will be allowed on the show floor during move-in and move-out hours, and all children between the ages of 12 and 15 will be required to be accompanied by an adult at all times. We appreciate the burden this may create for many of our exhibitors who have family-owned businesses, but safety concerns for all individuals on the show floor will require that we strictly enforce this regulation.

#### FORKLIFT SERVICE:

DWA forklift drivers are available to transport off-loaded material to exhibitor booths. Forklift service is complimentary for all privately owned vehicles (POV). The complimentary forklift service does not include "spotting" equipment in the booth or any return trips to the booth to move equipment once it has been delivered. POV is defined as a booth representative being present at the dock to take responsibility of material, oversee unloading and loading of material. If DWA is required to sign for liability, there will be a material handling charge.

**Please palletize your materials as much as possible to expedite the off loading of your equipment.**

**\*\*\*NO MARSHALLING YARD\*\*\***

**All exhibitors may drive directly to the Oregon Convention Center to unload and load.** The Marshalling Yard has been eliminated for all vehicles.

#### TRUCK & TRAILER AND VEHICLES NEEDING LOADING DOCK:

Vehicles and Truck & Trailer Combinations needing a loading dock to unload and load material, or any vehicle needing a forklift or pallet jack to unload and load material.

**Drivers must check with Traffic Manager on NE 1st Avenue** (at loading dock behind Oregon Convention Center). If a loading dock is available, the Traffic Manager will direct the driver to the loading dock. If docks are full, the **driver will need to provide the Traffic Manager the driver's cell phone number** and will be put onto a waiting list. The driver may be required to drive offsite until space becomes available. **When a loading dock becomes available, the driver will receive a notification to drive back to the loading dock area.**

### SMALL VEHICLES UNLOADING AT THE ROLL-UP DOORS:

Small vehicles that do not require access to a loading dock and can be unloaded by hand within 30 minutes can report directly to the facility and can check in with a Farwest Show Traffic Manager. The Traffic Manager will identify your booth location and will then direct you to the appropriate door. Drivers will be required to remain with their vehicle while exhibitors off-load materials into a staging area. **As soon as materials are off-loaded, the driver is required to move the vehicle before assisting with building the booth display.**

### UNLOADING FROM THE PARKING GARAGE:

Freight Elevator Hours are 8 a.m. – 6 p.m., Tuesday, August 20, and 2–6 p.m., Friday, August 23. Exhibitors able to hand carry or utilize a push cart from a vehicle less than 7 feet tall without a trailer are encouraged to go to the Oregon Convention Center parking garage and use the freight elevator and avoid waiting in line for a roll-up door. There is up to a \$12 charge to park in the garage and it allows you to keep your vehicle in the same spot while you build your booth.

## MOVE-OUT

### MOVE-OUT SCHEDULE:

#### Friday, August 23 - Timeline:

- 2 p.m. - Show closes
- 2 - 3 p.m. - Aisle carpet removed
- 3 - 9 p.m. - Empties returned, push cars & forklift service available to exhibitors.

#### Saturday, August 24:

- 8 a.m. - Doors open for exhibitor move out
- 3 p.m. - All exhibitors must be out of the building.

### MOVE OUT PROCEDURES:

ALL materials must be palletized, placed on racks or similarly organized and staged before any vehicle is allowed access to the building. This includes loading bays and roll-up doors. If you park and leave your vehicle to pack your booth, you are prohibiting other exhibitors the chance to quickly load their palletized material up and go home. The OAN reserves the right to have your vehicle towed.

### LOADING BAY ACCESS:

**All vehicles seeking access to the loading dock Friday afternoon, August 23 or Saturday, August 24, must first report to the Traffic Manager on NE 1<sup>st</sup> Avenue** (at loading dock behind Oregon Convention Center) to obtain pass to be dispatched to the loading dock. If docks are full, the **driver will need to provide the Traffic Manager the driver's cell phone** number and will be put on a waiting list. The driver may be required to drive off-site until space becomes available. **When a loading dock becomes available, the driver will receive notification to drive back to the loading dock area.**

### FREIGHT ELEVATOR AND ROLL-UP DOOR ACCESS:

- Exhibitors who have hand-carried or push cart items that can be loaded into their vehicle without assistance may use the roll-up doors or the freight elevator to the underground parking garage.
- There are three roll up doors to the facility: A (located at the Northwest corner in Hall A), B and D (located on each end of the loading docks).
- Exhibitors will not be allowed access to the roll-up doors until move-out begins. Please do not try and park on the ramps before the show closes. This slows the process down for everyone and the area will be taped off. Again, the OAN reserves the right to have you towed.

### EXHIBITOR MOVE-OUT POLICY:

- NO packing or carrying out booth materials is allowed until after the show closes at 2 p.m. on closing day, Friday August 23, 2019.

- **Any exhibitor removing, or dismantling exhibit display prior to 2 p.m. may be denied exhibit space at future shows.**
- The Farwest Show attracts a full and diverse audience for the exhibitor and expects to present a full show to all visitors and all fellow exhibitors during all scheduled hours of the show.
- If you require water drainage than go to the service phone in Room C-126. The building staff must do it for you.
- Keep boxes, display materials, and other objects out of the aisles until the carpet is rolled up. If you have anything on the carpet, DWA will not be able to get around you and it will slow down move-out.
- The return of empty containers will begin as soon as the aisle carpet has been removed. Please keep the aisles clear to expedite aisle carpet removal. It will take approximately **three (3)** hours to return all empty containers after the aisle carpet has been removed. **PLEASE BE PATIENT.**
- **Due to safety concerns it is strictly prohibited for exhibitors to climb through the empty container storage area looking for their empties.** Forklift service will not begin until the aisle carpet has been removed.
- Once the carpet is rolled up, carts will be released, and forklift service will commence. **After the close of the show, take your “Dock Access Request” form (this is passed out Friday morning) to the DWA freight desk on the loading dock.**
- **All outbound shipments require a bill of lading.** You may obtain bills of lading and shipping labels at the DWA Service Desk located in Meeting Room C-126. Shipping is not an automatic process; please do not leave the bills of lading in your booth. **Return your bills of lading to the DWA Service Desk in Room C-126.**
- Complimentary forklift service for exhibitors with privately owned vehicles will be available after all “empties” have been delivered. If you have a carrier coming to pick up your booth materials, please note that a charge for drayage will be invoiced. For questions, please see DWA.
- All exhibit material must be removed prior to 3 p.m. Saturday, August 24. If there are any unclaimed items, a handling and storage fee may be charged.

**\*\*\*If you have any questions or concerns regarding the above information, please check with our DWA Representative at the Service Desk in Meeting Room C-126.**