



**Welcome to the
2026 Farwest Show**

**EXHIBITOR
Move-In & Out**

FARWESTSHOW.COM

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MOVE-IN

Procedures & Policies

MOVE-IN SCHEDULE:

All exhibitors have access to the loading dock and can begin move-in during the following times:

- Monday, August 24, 10 a.m.–6 p.m.
- Tuesday, August 25, 8 a.m.–8 p.m.

All booth displays need to be completed by 8 p.m. on Tuesday, August 25.

FORKLIFT SERVICE:

FERN 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. A POV is defined as a booth representative being present at the dock to take responsibility of material, oversee unloading and loading of material. If FERN 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.*

MOVE IN AGE LIMIT:

For safety reasons, children under 11 are not allowed on the show floor during move-in and move-out hours. Children ages 12–15 must be accompanied by an adult at all times.

We understand this may be challenging for family-owned businesses, but safety regulations require strict enforcement.



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*****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.

[DIRECTIONS]

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.

MOVE-OUT

Procedures & Policies

MOVE-OUT SCHEDULE:

Friday, August 28 - Timeline:

2 p.m. - Show closes

2-9 p.m. - Empties returned, push carts & forklift service available to exhibitors.

Saturday, August 29:

8 a.m. - Doors open for exhibitor move out

12 p.m. - All exhibitors must be out of the building.

MOVE-OUT AGE LIMIT:

For safety reasons, children under 11 are not allowed on the show floor during move-in and move-out hours. Children ages 12-15 must be accompanied by an adult at all times.

We understand this may be challenging for family-owned businesses, but safety regulations require strict enforcement.

IMPORTANT: Exhibitors MAY NOT pack up before 2 p.m. on Friday, August 28.

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 28 or Saturday, August 29, must first report to the Traffic Manager on NE 1st 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.

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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 rollup doors.
- 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 28, 2026.**
 - 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, then go to the service phone in Room C126. The building staff must do it for you.
 - Due to safety concerns, it is strictly prohibited for exhibitors to climb through the empty container storage area looking for their empties.
 - Once the show closes, 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 FERN 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 FERN Service Desk located in Room C126. Shipping is not an automatic process; please do not leave the bills of lading in your booth. Return your bills of lading to the FERN Service Desk in Room C126.
 - 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 FERN.
 - **All exhibit material must be removed prior to 12 p.m. Saturday, August 29.** If there are any unclaimed items, a handling and storage fee may be charged.
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MOVE-OUT

Selling or Donating Booth Materials

DID YOU SELL INVENTORY IN YOUR BOOTH?

If you sold items that will be **picked up after the show closes**, please make sure your customer is aware of our move-out procedures. All sold items must be clearly tagged with the **buyer's name and cell number**, as well as **your own name and cell number**. **Complimentary "SOLD" tags are available in the Show Office (Room C120)**. Any unmarked items left on the show floor may be subject to removal, storage fees, or recycling by Fern staff.

WANT TO DONATE YOUR PLANT MATERIAL?

Make a difference while making load-out easier! If you have plant material you don't plan to take home, consider donating it after the show! We're working to connect these donations with a local nonprofit, healing garden, or community project that can put your plants to good use. It's a simple way to make load-out easier and do something great for the community.

How to Donate:

- **Tag your plant material with a "DONATE" tag** (available at the Show Office in Room C120)
- Include your name, company, email and cell number on the tag
- Leave plants neatly staged and clearly marked after the show closes

Unmarked materials may be removed or recycled, so be sure to label clearly. Thanks for helping us grow good things beyond the show!
