

FREIGHT & BREAKDOWN INSTRUCTIONS

Shipments received at Informa/Show Management warehouse by the advance deadline date of **October 14** will be placed in your exhibit space prior to your set up date and time.

WAREHOUSE ADDRESS

Exhibiting Company Name
Booth Number
FLIBS C/O Show Management
1900 NW 21st Avenue
Fort Lauderdale, FL 33311

Shipments received direct to show site must be delivered to show site **2 days** prior to your scheduled set up date and time.

All carriers are required to check into staging (located at the Las Olas Marina Parking Lot) before allowed on the property. Staging opens October 17th.

SHOW SITE ADDRESS

Exhibiting Company Name
Booth Number
FLIBS C/O Show Management
801 Seabreeze Boulevard
Fort Lauderdale, FL 33316

To accommodate move-out, we ask that you review and adhere to the following:

- An empty sticker must be applied to each container going in to storage. These stickers **MUST** be picked up at the Convention Services office.
- Empties will no longer be stored for exhibitors bringing in their own materials. These empties must be taken off the property by the exhibitor or a Material Handling charge will apply.
- All empty containers (crates, boxes, fiber cases, etc.) are stored on trailers off the property.
- The return of empty containers will commence **Sunday, November 3rd**
- **NO CARRIERS** will be allowed on the property until **Wednesday, November 6th** at which time loading will begin. Please be sure to advise your carrier of this.
- 53' Tractor Trailers and Van Lines will only be allowed on the property **Thursday, November 7th**
- Bills of lading and labels can be picked up at the Convention Services office. Once packed up, the form must be turned in to the office for proper shipping of your freight.
- While Informa will take every precaution with all crated material, empty or full, each exhibiting company should maintain proper insurance coverage for all exhibit material. As this is an outdoor event, inclement weather is possible.
- If it is your preference to use a carrier other than the preferred carrier, AERONET WORLDWIDE – it is your responsibility to make the necessary pick up arrangements and a bill of lading must be turned in at the service desk for all shipments.
- In the event any shipment must be returned to our warehouse for shipping out (the specified carrier did not show, paperwork was completed incorrectly or not at all, etc.), there will be a return to warehouse charge per shipment. This charge must be settled before Informa will release the shipment to any carrier.
- Thank you for your co-operation - Any questions, please contact Claire Van Dyk @ Claire.vandyk@informa.com