

## Important Move-out Information

### Close of the Exhibition

- The exhibition will close Wednesday, September 25, at 3:30 pm
- No packing or dismantling is permitted prior to that time
- Companies who tear down early will be noted, and are subject to immediately losing one priority point
- Exhibitors may leave and return to the hall until the end of move-out on Wednesday, at 9:30 pm
- **BADGES ARE REQUIRED FOR RE-ENTRY**

### Equipment Return/Cancellation of Services

The South Hall A Exhibitor Service Center is in the center of the hall under the Café Pod, and has Freeman, Utility, Catering, and Kuehne + Nagle International Freight services. The South Hall Experient Service Desk is in booth 1868, located at the end of the 1800/1900 aisles.

The North Hall B Exhibitor Service Center is in booth 6961, and has Freeman, Utility, Catering and Experient services, and is located at the end of the 6800/6900 and 7000/7100 aisles.

- ▶ Review all charges with contractors prior to leaving today
- ▶ Return all rented lead management systems to the Experient desk immediately at the close of the exhibit
- ▶ Audiovisual and computer equipment pickup will begin at 3:30 pm
- ▶ Confirm your drain orders

All material and equipment furnished by McCormick Place or Freeman shall remain the property of the Center/Freeman and shall be removed **ONLY** by the appropriate utility technicians at the close of the show.

Booth power will not be turned off at the end of the show unless requested. The utility technicians will begin to disconnect all special or hardwired power shortly after the show until they are done. You do not have to request a disconnect time unless you want or need to wait until the next day to have it completed. At the close of the show, the Freeman utility technicians will start water drainage and compressed air disconnects according to the orders they received. If you want everything drained, you do not need to be present, but it is recommended that you confirm your drain order prior to 3:00 pm today.

Everything with water must be drained by the utility technicians. If additives were used in your display, an industrial waste contractor must be used to dispose of your water.

**Under no circumstances may anyone other than a Freeman utility technician empty water into what they think may be a drain port.** If you need or wish to be present, please make arrangements at one of the Freeman service desks no later than 3:00 pm today.

### Removal of Aisle Carpet

At the close of the exhibition, aisle carpet will be removed. Do not place any items in the aisle until **AFTER** the carpet has been removed. Removal will take about one hour.

### Crate Return

Following aisle carpet removal, crate return will begin. *To assist in the delivery of freight, please push any counters or tables toward the rear of your booth.* Cartons and cases will be returned first, followed by crates and skids. Crate return should be complete by 8:30 pm.

## Labor Availability and Removal of Materials

Labor to dismantle booths will be available upon removal of aisle carpeting and again on Thursday morning. Pack all materials and have them ready for removal no later than 5:00 pm on Thursday, September 26<sup>th</sup>.

**By 5:00pm on Thursday, September 26<sup>th</sup>, all exhibits must be ready for removal.** If your carrier does not arrive to have the materials loaded by 10:00 am on Friday, September 27<sup>th</sup>, or if you do not designate a carrier, Freeman will redirect the shipment. Freeman Transportation will be designated for truck and air shipments.

Exhibitors are responsible for the complete removal of all booth materials and will be charged for the removal of excess materials or trash left behind.

## Privately Owned Vehicles (ASUV) and Parking

Park only in designated lots. Lot A at 2301 South Prairie Ave. is the most convenient parking lot. Passes can be ordered in advance at <https://mccormickplace.clickandpark.com>.

**If you are using the McCormick Place ASUV (Privately Owned Vehicle) Program for self-loading, the designated ASUV schedule is Wednesday, September 25, 3:30 pm – 8:00 pm.** Only passenger vehicles, mini vans, SUVs, pickup trucks, and full-size vans qualify for ASUV.

Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Dr.) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct building. While parked in the dock, exhibitor staff must work as a team of at least two people and one person must always remain with the vehicle.

## Carrier Outbound Shipment Preparation/Material Handling Agreements

Arrangements for outbound freight can be made in advance by using the outbound shipping form, available from either Freeman Service Desk.

If your materials are being shipped via a carrier identified by you, the marshaling yard will be open at 1:30 pm on Wednesday, September 25<sup>th</sup>. After your materials are packed and labeled, complete a Material Handling Agreement at the Freeman service desk. *Do not leave the Material Handling Agreement with your shipment in your exhibit space.*

- *Freeman provides the option of using FreemanOnline Mobile.* Visit <https://bit.ly/2kySSz9> to create your Material Handling Agreement and create post-show shipping labels (you may be prompted to login to your Freeman account). When your materials are ready to ship, the paperwork can be submitted online.

## Addressing Concerns

Exhibitor support will be on hand throughout move-out. Please contact us immediately if you have any concerns so that we can assist as quickly as possible.

Exhibition Management Office..... (312) 791-6601	Freeman Service Desk – North Hall B....(773) 473-8195
Freeman Service Desk – South Hall A... (773) 473-8194	Electrical Service Desk – North Hall B ... (773) 473-8193
Electrical Service Desk – South Hall A .. (773) 473-8192	Telephone & Internet – North Hall B .... (312) 808-3135
Telephone & Internet – South Hall A ... (312) 567-8240	First Aid & Security..... (312) 791-6060
Kuehne + Nagel (Int'l Shipping) ..... (410) 804-5707	Security Office (AF Services) ..... (312) 791-6602
Business Center (FedEx) ..... (312) 949-2100	

## Thank You and See You Next Year!

The Water Environment Federation would like to thank you for being a part of WEFTEC 2019 and being with us this week. We hope you had a successful and enjoyable time in Chicago and look forward to seeing you in New Orleans for WEFTEC 2020, October 3 -7!