

## CRITICAL FACILITIES SUMMIT

Please take note of this important move-out information

Critical Facilities Summit will close Wednesday, October 16 at 2:00 pm. All exhibits must remain fully intact and properly staffed during published show hours. In order for the move-out to run as smoothly and efficiently as possible, please make note of the following and schedule accordingly:

### **Move-Out**

Wednesday, October 16 2:00pm - 8:00pm

**Outbound carriers must be checked in no later than 6:00pm, October 16**

**All materials must be removed by 8:00pm, October 16**

Exhibit materials that remain after this time will be rerouted or returned to the Freeman warehouse at the exhibitor's expense.

The address to use when scheduling a pick-up is:  
COMPANY NAME / BOOTH #  
MUSIC CITY CENTER  
C/O FREEMAN  
700 KOREAN VETERANS BLVD NASHVILLE,  
TN 37203

### **Shipping Documents**

All outbound shipments require a Material Handling Agreement (MHA). You may obtain this document and shipping labels at the Freeman Exhibitor Service Center. Return all completed MHAs to the Freeman Exhibitor Service Center only when the shipment is packed, labeled and ready to be loaded for the outbound carrier.

**Shipping is not an automatic process. Please do not leave the Material Handling Agreement in your booth.**

Freeman would be happy to prepare your MHA and labels in advance and deliver them to your booth for your review and signature. Please return the outbound shipping form to: FreemanNashvilleES@freeman.com or fax to 469-621-5615.

### **Aisle Carpet**

Aisle carpet will be removed starting at 2:00pm on Wednesday, October 16. This process will take approximately 1 hour.

Please do not place anything in the aisles that would impede this process.

### **Return of Empties**

The return of empty cartons/boxes, cases, crates, and skids will begin after all aisle carpet has been removed. The return of empty containers will take approximately 2 hours to complete. If your dismantling plans require the return of your boxes or crates, please consider this when ordering your labor. You may confirm all dismantle labor and forklift orders at the Exhibitor Service Center.

### **Privately Owned Vehicles (POVs)**

Privately owned vehicles that are picking up freight and require Freeman's assistance to load must complete a Material Handling Agreement (MHA) prior to the vehicle arriving at the loading dock. The loading docks will open at 2:00pm on October 16 for move-out. Those that do not require Freeman's assistance may proceed directly to the loading dock without paperwork.

### **Invoicing**

All invoices will be distributed to the booths and must be paid in full prior to the show closing. Please visit the Freeman Exhibitor Service Center to review your invoice.

For questions or assistance regarding move out from Critical Facilities Summit:

Freeman 615-884-5785

FreemanNashvilleES@freeman.com