



# NEW EXHIBITOR POST-SHOW TIPS

## For Dismantle

**CONFIRM YOUR LABOR ORDER** with the Exhibitor Service Center and check in at the labor desk to pick up laborers (if you have labor ordered with the official I & D Show Labor).

**ALLOW TIME FOR YOUR EMPTIES TO BE RETURNED TO YOU.** Your empty containers will be delivered back to you as quickly as possible after the aisle carpet is picked up. Keep the aisles clear when the show closes. Understand empty crate return may take between two (2) - six (6) hours, depending on the show size.

Outbound exhibitor packets will be provided for each booth to include a copy of your show service invoice and Outbound Material Handling Form (OMHF).

**ONCE YOUR SHIPMENT IS PACKED,** complete the Material Handling Agreement and return it to the Exhibitor Service Center. Notify your outbound carrier that your shipment is ready for pickup. Make sure all labels are applied.

**DO YOU HAVE SOMETHING VALUABLE IN YOUR SHIPMENT?** Wait for your carrier to arrive, or hire a security guard. Show security is not responsible for guarding freight. Pro Tip: Do not label boxes with their contents (i.e., plasma screen, computer equipment, etc.) if they are high-value items.

**GATHER FEEDBACK** from booth staff and attendees to determine improvements for your next show.

**COMPLETE THE EXHIBITOR SURVEY** your main booth POC will receive via email within a week of the show concluding.

**SAFE TRAVELS HOME!** We look forward to seeing you at FedID 2019!