

Move Out & Dismantle Reminders

MOVE OUT: The NFMT[®] conference will begin move out at 2:00 pm, Thursday, March 12.

RETURN OF EMPTIES: Shepard personnel will return all empty containers, boxes, wooden crates, pallets, etc. at the close of the show once the aisle carpet is removed (approximately 1 hour). We anticipate it will take an additional 2-3 hours to return all empty containers to exhibitors after the removal of aisle carpet. The best way to keep this process moving quickly is to keep aisles as clear as possible so crews can return the empty containers without unnecessary delays or accidents.

SHIPPING: All exhibitors must fill out a bill of lading if shipping materials, via a carrier, out of the convention center. A Shepard Customer Service Representative will pass out a bill of lading before the close of the show. (Any open balances with Shepard Exposition Services must be paid in full to receive this form). Once the bill of lading is filled out and all booth materials are packed up, please return the bill of lading to the Shepard Customer Service desk.

DO NOT LEAVE BILL OF LADING IN BOOTH!

SHOW CARRIER: Shepard Logistic Services is the official show carrier. You may choose to use an alternate carrier however you are responsible for making the arrangements for pickup. Carriers must check in/sign in at the Shepard marshaling yard no later than 9:00 am on Friday, March 13.* At that time, Shepard will make final arrangements for re-routing exhibitor materials remaining on the show floor.

***PLEASE NOTE:** Carriers must check in at the marshaling yard before proceeding to the convention center docks. The marshaling yard is located at the:

TA Truck Stop
5501 O'Donnell St. Cutoff Baltimore, MD 21224

POV:

Loading by Hand: If you unloaded your own vehicle and hand carried your materials to the booth, a bill of lading is NOT required, however, a POV dock pass is required. A POV desk will be located near the Shepard service desk where you may retrieve a pass once all of your booth materials are completely packed and ready to be loaded. This pass must be in the vehicle and presented to security at the Charles Street security gate to be allowed access to the POV loading area. POV passes will NOT be available until at 2:00 pm, Thursday, March 12.

Loading with Assistance:

If Shepard personnel unloaded your personal vehicle with the assistance of a **forklift** during move in, **a bill of lading is required**. Once all of your booth materials are packed and ready to be loaded, please proceed to the Shepard service desk to turn in the BOL. After the paperwork is received you may retrieve your vehicle and proceed to the loading dock where instructions on parking will be given to you by the security personnel working the POV move out. Check with Shepard for estimate on any associated fees.

Freight Pick Up Information

(Exhibiting Co. Name & Booth Number)
NFMT[®] Baltimore Convention Center
One W. Pratt St. Baltimore, MD 21201