

Move Out & Dismantle Reminders

MOVE OUT: The CBE Expo will begin move out at 3:30 pm, Wednesday, March 27.

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 expo. (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 exhibit space materials are packed up, please return the bill of lading to the Shepard Customer Service desk. **Completed bills of lading will not be accepted at the Shepard service desk until the close of the show at 3:30pm Wednesday, March 27th.**
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.

POV:

Loading by Hand: If you unloaded your own vehicle and hand carried your materials to the exhibit space, 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 exhibit space 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 3:30 pm, Wednesday, March 27.

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 exhibit space 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)
CBE Baltimore Convention Center
One W. Pratt St., Baltimore, MD 21201