



# Suites at Market Square

## Move-In Guidelines

### Spring 2018

#### **Exhibit Dates & Hours**

April 14-17, 2018 (Saturday – Tuesday) 8:00 am – 7:00 pm  
*(Important Note: Salon Exhibitors will open on Friday, April 13, 2018. We encourage all Suites exhibitors to be show-ready as there will be buyers in the Suites that day, and you may wish to take advantage of the traffic.)*

April 18, 2018 (Wednesday) 8:00 am – 5:00 pm\*  
\* Exhibitors closing or dismantling their booth prior to 5:00 pm are subject to an early closure fee.

#### **Salon Exhibitors**

April 13-17, 2018 (Friday – Tuesday) 8:00 am – 7:00 pm  
April 18, 2018 (Wednesday) 8:00 am – 5:00 pm\*

\*Exhibitors closing or dismantling their booth prior to 5:00 pm are subject to an early closure fee.

#### **Move-In Procedure**

- Within the date/times established in this document, dock and labor fees do not apply for incoming freight unless your freight is larger than 5'8" wide x 7' high, or any crate weighs over 2,000 pounds, then you will be assessed a \$300 handling fee, and your booth set-up could be delayed.
- Each exhibitor has the option of **Advance Shipment** (recommended) or **Pre-Show Shipment** to their booth both outlined below.

#### **Early Shipment:**

##### **Prior to March 19, 2018**

8:00 am – 3:00 pm

Truck access to the dock incurs a standard flat rate, please see page 19 of the exhibitor manual for rates. Personally Owned Vehicles (POVs) incur a standard flat rate, please see page 19 of the exhibitor manual for rates.

#### **Advance Shipment: Direct-to-Dock**

##### **March 19 – April 6, 2018**

8:00am – 3:00 pm

To avoid waiting in the Pre-Show Shipment Staging Lot, we strongly recommend Advance Shipment directly to our dock. Appointments for direct delivery must be scheduled three working days in advance by calling 336-821- 1533. **Advance shipment Direct-to-Dock deliveries will not be accepted after April 6, 2018 at 3:00 pm. There are no exceptions.**

#### **Pre-Show Shipment: Staging Lot to Dock**

##### **April 7 – April 8, 2018**

8:00am – 12:00 pm

##### **April 9 – April 11, 2018**

8:00 am – 3:00 pm

All vehicles must report directly to the staging lot for check-in. **The staging lot is located 801 Millis Street, High Point, NC 27260. The docks are closed Saturdays and Sundays** (except the weekend immediately prior to market opening, Saturday, April 7 and Sunday, April 8, in which docks are open 8:00 am until 12:00 noon). This is the only way to gain access to the docks at this time. **Any delivery arriving to the staging lot after 3pm on April 11, 2018 is considered late.** A \$300 late charge will be assessed for late product deliveries, plus a standard flat rate, please see page 19 of the exhibitor manual for rates.





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## **Personally Owned Vehicles (POVs)**

**April 12, 2018 – April 13, 2018**

**8:00 am – 3:00 pm**

Large trailers transported by a truck are considered dock trucks, and will be charged as such with a \$300 late fee plus a standard flat rate, please see page 19 of the exhibitor manual for rates.

Standard POVs without a trailer will incur a \$50 dock berthing fee.

## **Set-Up Procedures**

Exhibitor set-up ends at **2pm Friday, April 13, 2018 (Set up ending date/time excludes Salon Exhibitors who must be show-ready for the Salon opening at 8:00 am Friday, April 13, 2018).**

Exhibitors are allowed to set-up their own displays. The use of power tools is strictly limited to assembly of the exhibitor's product. All electrical work must be performed by International Market Centers. Temporary labor requests should be ordered in advance by calling ProCision Hire Resources at 336-339-3650.

## **Suites at Market Square Exhibitors**

***IMPORTANT NOTE: The removal of any product from the Suites at Market Square after the deadline of April 6, 2018, will result in a \$300 late fee, plus a standard flat rate, please see page 19 of the exhibitor manual for rates. We will store empties but not product or props.***

## **Shipping Address**

Ship To:

Suites at Market Square

Company Name, Booth # \_\_\_\_\_

Elm Street Dock

124 S Elm St.

High Point, NC 27260





# Suites at Market Square Move-Out Guidelines Spring 2018

**Return of Empties** - All tenants will be allowed to stay in their booth while empties are being returned, upon completion all tenants will be allowed to pack that night.

International Market Centers does not assume responsibility for improperly loaded shipments (POV's or Common Carriers).

All empties will be ready for exhibitors by 8:00 am on Thursday, April 19, 2018. **NOTE:** All packing must be done inside your booth. The aisles must remain open for the movement of freight.

## **IMC assisted move-out for exhibitors' personally owned vehicles (POV's) only**

Thursday, April 19, 2018 8:00 am – 5:00 pm and Friday, April 20, 2018 8:00 am – 12:00 pm

## **IMC assisted move-out for all common carriers and non-exhibitor freight haulers, POV's and buyers**

Begins Monday, April 23, 2018 at 8:00 am.

- **Suites at Market Square First Floor (Top Floor) exhibitor booths must be vacated, and returned to the original state (painted back to white) by 4:00 pm on Friday, April 27, 2018.** Any Suites at Market Square First Floor exhibitor that fails to comply with the published move-out guidelines to remove their property by 4:00 pm Friday, April 27, 2018, will incur a \$300 late removal charge, and is subject to a booth repainting fee if applicable. IMC shall be entitled, but not obliged, to remove such materials at the exhibitor's expense. IMC also reserves the right to specify the time at which individual exhibits shall be removed. Booths must be patched and painted by an IMC approved contractor.
- Suites at Market Square Mezzanine and Ground Floor exhibitor's product must be packed, labeled and ready for move-out with a completed bill-of-lading for shipment no later than **12:00 noon Friday, May 4, 2018.** Any product removal after will incur a standard flat rate fee, please see page 19 of the exhibitor manual for rates. Non-compliance may also mean freight could be re-routed at the exhibitor's expense via International Market Centers' appointed freight carrier.