

# THE 2022 - ANAHEIM LANDSCAPE DESIGN • BUILD • MAINTAIN • SUPPLY EXPO

## Exhibitor Move-Out Instructions

- *Exhibit Hall Hours End at 3:00 p.m. on Thursday November 17th. Move out begins at 3:00 p.m. after EVERY ATTENDEE has left the Exhibit Halls.*
- *Fire Marshal regulations do not allow equipment to be powered up until the roll-up and freight doors have been opened.*
- *All Exhibitor Materials must be removed by 7:00 p.m., November 17th, 2022. At this time, Total Expo will re-route your freight via the house carrier at the exhibitor's expense.*
- *Please see Exhibitor Services if you have any questions regarding move-out*
- *The on-site phone number is 714-215-2842*
- *Bill of Ladings for outbound shipments via your choice of carrier:*
  1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
  2. Have your driver check in at the check-in area
  3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk
- *For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:*
  1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
  2. You will receive your outbound paperwork once you are at the loading dock ready for loading
  3. Once in line, DO NOT leave your vehicle unattended at any time.
- *For Exhibitors with Company or Rented Trucks:*
  1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out
  2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed
  3. Once in line, DO NOT leave your vehicle unattended at any time. If your booth materials are not completely packed up and ready to be loaded when the Total Expo Service arrives at your booth, you will be politely asked to go to the end of the line.

**ALL EXHIBIT MATERIALS MUST BE REMOVED BY: THURSDAY NOV. 17TH 2022 at 7:00 p.m.**  
At this time, Total Expo will re-route your freight via the house carrier at the exhibitors' expense.

*\*\*\* No vehicles of any type will be allowed to park on the loading dock without permission. \*\*\**

*\*\*\* No vehicles will be allowed to drive into buildings without prior permission from Show Management \*\*\**

**You will lose your priority points if you disassemble your booth early.**