



To: All Exhibitors
From: Reatta Tate, Event Manager
Re: Reminder

Thank you for participating at the Ocean City Convention Center. To accommodate other exhibitors, plan to drop off your equipment and/or merchandise at the loading dock, then move your vehicle immediately to the parking lot and return to set up the rest of your exhibit.

At the close of the show we will begin removing aisle carpet (if necessary). This procedure will take approximately 1 hour to complete. We will then begin the process of returning the empty containers or crates for move-out. **Exhibitors must have their display material(s) packed and ready to go before bringing their vehicle to the loading areas. In addition to loading and unloading please find listed a few reminders:**

1. SHIPPING IS NOT AN AUTOMATIC PROCESS

- *All out bound shipment must be accompanied by a bill of lading. Please return your bill of lading filled out with correct information at the Exhibitors Service Desk when your exhibit is packed, labeled and ready to be shipped.*
- **All Freight & Handling must be PAID In Full with a Credit Card ONLY**

2. Please provide the Convention Center and Freight Carrier with correct shipping information such as company name, destination, weight, and contact person and phone number. Make sure each and every crate/boxes are labeled.

3. SERVICE ORDERS

- **For your service order to be processed, full payment is required** at the time the order is placed.
- *Event rate goes into effect 72 hours prior to move in day for all services that are provided by the Ocean City Convention Center.*

Thank you for your cooperation in these matters, as for your cooperation helps to maintain a smooth operation for all.