



EXHIBITOR NAME _____

CIROBE 2011

Outbound Booth Materials Intention Form

This form ensures that your booth materials are handled as you intend.

ALL EXHIBITORS MUST RETURN THIS FORM
to the CIROBE Will-Call Desk in the Mobley Room before leaving CIROBE 2011.

Exhibitor Name _____

Booth # _____ Date: _____

Signature of Exhibitor agent _____

I will be (check and complete all that apply):

- Shipping back to my company this approximate # of pieces: _____ boxes / _____ skids
 I have filled out the Bill of Lading with Freeman

- Selling materials from my booth to a third party:
_____ (name of buyer)

Who will remove this approximate # of pieces: _____ boxes / _____ skids via

- Leaving my booth materials to be donated

If you are **shipping your booth or part of your booth back to your company**, you must fill out a Freeman Bill of Lading and return it to the Freeman Service Desk in the Northwest Hall, specifying the carrier which will remove your freight from the Hilton and how many pieces are to be removed. Bills of lading will be available at the Freeman service desk between Saturday morning. All freight must be packed up by 3 p.m. Sunday night, and your carrier must pick up at the Hilton dock between 7 a.m. and 11 a.m. Monday (unless we have already received an early freight removal form from you.)

If you are planning to **sell your booth or some of your booth materials** at the end of the show, you (the exhibitor) must fill out this form and bring it to the CIROBE office, where a copy will be made which must be given to the booth purchaser. After 5 p.m. Saturday, anyone breaking down a booth without an exhibitor badge or a temporary badge will be asked to leave the floor. (A temporary badge is obtainable by the booth purchaser at the Will-Call desk upon presentation of the authorized copy of this form.)

BOOTH BUYERS PLEASE NOTE THE FOLLOWING:

- Booths may not be packed up before 5 p.m.; any booth buyers that are packing up booths prior to 5 p.m. will be asked to leave the floor
- Booth buyers may not consolidate freight from different booths onto a pallet. Freeman will consolidate freight for you after they have received the pertinent Booth Material Intention Forms. You may then shrinkwrap your pallet(s) or hire Freeman to do so at your expense.
- In addition, please note that no booth should be considered abandoned. Many booths will remain unpacked awaiting their purchaser or pickup by the charity to which they have been donated.

**THIS FORM MUST BE RETURNED TO THE CIROBE OFFICE / WILL-CALL DESK
BY THE EXHIBITOR BEFORE LEAVING CIROBE 2011.**