

CIROBE 2016 Booth Buyer Instructions

- 1) **NO BOOTH MAY BE BROKEN DOWN BEFORE 3 PM SUNDAY, OCTOBER 23, 2016.** A deposit has been put in place which will be forfeited if anyone, exhibitor or buyer, begins packing a booth before 3 p.m.
- 2) All booths must be packed up between 3p.m. and 7 p.m. on Sunday October 23.
- 3) All personnel packing a booth must be wearing an exhibitor badge with their own name on it to pack a booth. This will be available from CIROBE registration at 2:30 p.m. on Sunday. Anyone without a proper badge will be asked to leave the floor by security.
- 4) All materials will be removed from the floor Monday, October 24 between 8am and 11am. Please make appropriate arrangements with your trucker or commercial carrier. There are no freight representatives onsite. Please see the online exhibitor drayage kit for important instructions to give your trucker about staging trucks at Navy Pier
<http://www.cirobe.com/online-exhibitor-kit/>
- 5) The only exception to this rule is if your materials can be hand carried out the exit (without the use of hand trucks, pallet jackets, loading docks, or elevators, etc.) in which case your buyer may remove the materials Sunday night between 3 p.m and 7 p.m. during breakdown.
- 6) The following forms must be turned in ***BY THE EXHIBITING FIRM BEFORE LEAVING CIROBE:***
 - a. The **SIGNED Material Handling Agreement to Freeman** (unless your buyer is hand carrying your materials out)
 - b. The **Outbound Freight Materials Form** to CIROBE (to receive your deposit back)
- 7) If you have any questions, please see the complete exhibitor kit on our website at
<http://www.cirobe.com/online-exhibitor-kit/>