



IBEX

POWERED BY **METSTRADE**

IBEX 2020 Move-In/Out Guidelines

A quick reference guide to help your company plan for the changes in IBEX move-in & move-out due to the construction in the Level 3 Exhibit Hall at the Tampa Convention Center.

September 29 - October 1, 2020
Tampa Convention Center

IBEX 2019 NEW Move-In/ Move-Out Guidelines



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Targeted Floorplan



All **RED** aisles on the “Target Move-In” floorplan are **NO FREIGHT** and must be kept clear for the duration of Move-In/Move-Out. **The Targeted Floorplan will be available at the end of July 2020.**

Freight Move-In Guidelines



- ▶ All exhibitors must ship to the advanced warehouse, or arrange for your truck to arrive on show site **PRIOR** to your targeted move-in to ensure your freight is delivered efficiently to your booth.
- ▶ ALL on-site deliveries **MUST** check-in at the Marshaling Yard before coming to the TCC - this information can be found in the exhibitor kit. If you do not check-in at the Marshaling Yard, your truck will not be allowed at the TCC and will be rerouted to the Marshaling Yard.
- ▶ Marshaling Yard Address: Florida Fairgrounds (Orient Road Entrance)

Florida Fairgrounds (Orient Road Entrance)
4408 N. 77th Street
Tampa, FL 33610
- ▶ Advance Warehouse Shipping Address:

Exhibiting Co. Name & Booth Number
IBEX
c/o UPSF - Shepard Exposition Services c/o Myers Freight
4912 W. Knox Street, Suite 200
Tampa, FL 33634
First day for warehouse deliveries: August 31, 2020
Last day for warehouse deliveries: September 21, 2020

Crate Move-In Guidelines



- ▶ All exhibitors must ship to the advanced warehouse, or arrange for your truck to arrive on show site **PRIOR** to your targeted move-in to ensure your freight is delivered efficiently to your booth.
- ▶ It is highly suggested that you start your move-in on your scheduled move-in time or your freight will have a very difficult time getting to your booth.
- ▶ Exhibitors will need to clear their items from the floor as soon as they are done with each crate.
- ▶ If your crate was shipped to the advance warehouse, your crates will be in your booth when you arrive for your scheduled move-in time.
- ▶ Crates will be delivered to your booth starting with the front of the hall (concourse side) and moving to the dock side. ****NOTE** that the order your freight comes off the show floor does **NOT** determine when it will be delivered back. This year, all freight will be delivered from the front of the hall (entrance) to the back (dock side). The return of empties is expected to take 6-8 hours for all pieces to be returned. Exhibitors towards the back of the hall may find it easier to come back Friday morning to pack their booth.

Hanging Signs Move-In Guidelines



- ▶ For exhibitors with bulk or island space who plan to have hanging signs; all hanging signs **MUST BE** shipped to the advanced warehouse for scheduling with the rigging contractor (ENCORE)
- ▶ Make sure to use the HANGING SIGN LABEL provided in the exhibitor kit. This will ensure that your sign makes it to the show site on time.
- ▶ All exhibitors hanging signs must also provide a detailed layout and floorplan to ENCORE, your sign may not be hung without this information.
- ▶ Please also provide detailed information on any specifics about your sign such as which direction your logos should face.
- ▶ Most signs will be hung PRIOR to the exhibitor arriving.
- ▶ Any exceptions to this must be made by ENCORE'S rigging coordinators prior to the show.
- ▶ [Click here](#) to print the Hanging Sign labels and place your rigging order.

Targeted Confirmation Form



- ▶ Target Confirmation Form Due: **Tuesday, September 8, 2020**
- ▶ Target move-in dates/times have been assigned to all exhibitors with booths that are 300 sq. feet or greater.
- ▶ Please refer to the Target Move-In floor plan for your assigned move-in date/time.
- ▶ All vehicles (trucks, van lines, privately owned vehicles) delivering shipments to the show-site must check in at the marshaling yard two (2) hours prior to your assigned target date and time.
- ▶ When filling out this [form](#), please fill it out completely as this will allow Shepard to better service all exhibitors.

Move-Out Guidelines



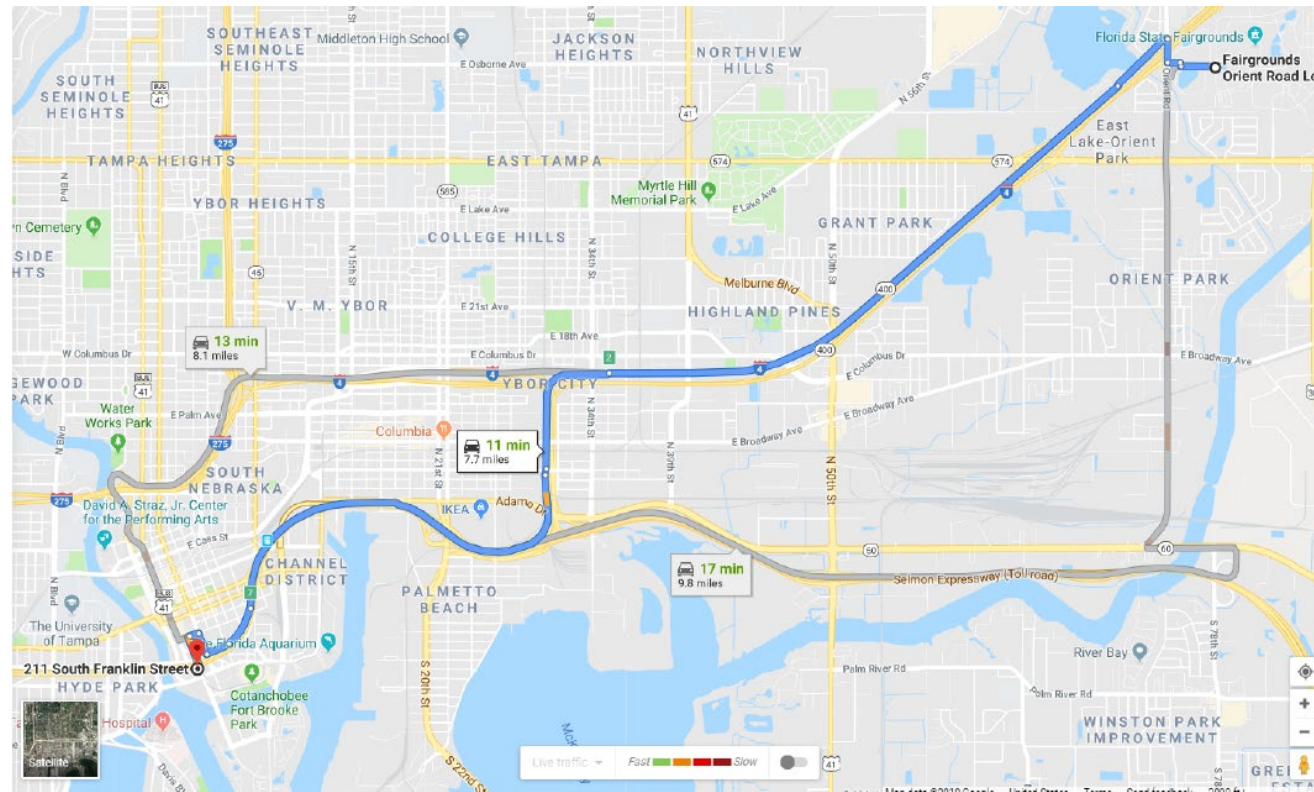
- ▶ IBEX closes on Thursday, October 1st at 3:00pm
- ▶ Shepard Expo Services will begin aisle carpet removal promptly at 3:00pm on Thursday, October 1st. This process will take approx. 45 minutes.
- ▶ Crates will be delivered during move-out starting with the front of the hall and moving towards the docks. Soft bags, fiber cases and rolling items will be delivered first, following by pallets and crates.
- ▶ Wait times may be up to 6-8 hours until all crates are returned this year. This process will begin after the carpet has been removed.
- ▶ A bill of lading is required to be turned in during move-out. Please take the time before arriving on show-site to pre-fill this out and send to Shepard. This will cut your wait time on show-site down as you will not need to wait in lines to provide this information.
- ▶ ALL on-site deliveries **MUST** check-in at the Marshaling Yard before coming to the TCC - this information can be found in the exhibitor kit. If you do not check-in at the Marshaling Yard, your truck will not be allowed at the TCC and will be rerouted to the Marshaling Yard.
- ▶ Marshaling Yard Address:
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Marshaling Yard

- ▶ **Florida Fairgrounds (Orient Road Entrance)**
4408 N. 77th Street
Tampa, FL 33610



- ▶ **Directions to the Marshaling Yard**
 1. Go North on Orient Road.
 2. Turn Left to Merge on to I-4 West
 3. Use Left Lane to take Exit 2 for Selmon Expy toward FL-618 W/ Port of Tampa
 4. Keep Right to continue toward FL-618 Toll/Selmon Expy
 5. Keep Left and merge onto FL-618 Toll/Selmon Expy
 6. Take Exit 7 toward Downtown West
 7. Keep Left to take the Brorein St. Ramp
 8. Merge onto E Brorein St.
 9. Turn Left onto S Franklin St
 10. Dock Entrance will be on your right immediately after you turn on S Franklin St

- ▶ **All drivers MUST be checked in by 10:00am Saturday, October 3, 2020**

Move-In Planning Tips



- ▶ Electric needs to be placed before your carpet is placed. Please make sure to order your electric and request for it to be setup before your move-in date.
- ▶ Signs are required to be hung before your move-in date.
- ▶ No personal vehicles will be allowed to stay in the building during move-in.
- ▶ Any exhibitors needing to move trailers, tractors, boats or other large items must contact Shepard Customer Service to arrange this service to ensure delivery can be made via clear aisles.
- ▶ Keep to your scheduled move-in time. If you will be late or delayed please let Courtney Erhardt know asap (219-689-1929).
- ▶ **NEW LOCATION** for the Advanced Warehouse in 2020.
- ▶ Exhibitors **MUST** check in at the marshaling yard before arriving to the hall (same location as 2019).
- ▶ All the information mentioned in this presentation can be found in the [exhibitor kit](#).

Q&A



Please email or call with any questions or concerns!

- ▶ Courtney Erhardt - 312-946-6237; cerhardt@nmma.org
- ▶ [Exhibitor Kit](#)

THANK YOU!

www.ibexshow.com