

# SMD Symposium 2025 Move In and Move Out Schedules and Maps

## Move In and Move Out Explanations:

SMD Symposium 2025 is a **Targeted** Move In, Empty Crate Removal, Installation Complete and Move Out Event. ALL EXHIBITORS must strictly follow the Move-In and Move-Out Scheduling.

**Ship Date-** This is the date that your freight should arrive if you are shipping direct to Show-Site.

\*\*\* There are booths that are required to ship to Advanced Warehouse. Please note that if you are unable to HAND CARRY your items to your booth, you must follow guidelines for SHIP DATE to avoid additional fees.

**Advanced Warehouse Freight-** If you are sending your freight to the Advanced Warehouse, you may do so between July 1 and July 22. Any freight received before July 1 or after July 22 will be subject to Off-Target Fees. All who send freight to Advanced Warehouse are still subject to following Targeted Schedule for Empty Crates Labeled and Final Install / Cleaning and Booth Complete. Failure to follow schedule will result in a Delay-of-Show Fee.

**Direct to Show Freight-** All Freight arriving directly to Show Site must be received on your targeted Move-In day or be subject to Off-Target Fees. You are not required to install the same day your freight arrives, but you are required to follow the Targeted Schedule for Empty Crates Labeled and Final Install /Cleaning and Booth Complete. Failure to follow schedule will result in Delay-of-Show Fees.

**Hand Carry Components-** You are allowed to Hand Carry your booth components to your booth space provided that the following requirements are met; you must be able to hand carry from your vehicle using standard man doors and elevators. No Carts, Dollies or floats can be used. Roll up doors will only be accessed by those who go through the **Marshaling Yard** and SCS will unload any vehicles going through the Roll Up Doors. NO EXHIBITOR or VENDOR is allowed to unload vehicles at the Roll Up Doors.

**Schedule for Empty Crates Labeled, Final Install and Cleaning and Booth Complete Must be followed or Delay-of-Show Fees will be applied.**

Each Hall Has its own schedule and maps are provided for each in the following pages. Please make sure to review the map and schedule for your hall.

**\*\*\*\*\* Booth Numbers-** Move-In and Move-out maps were printed early in the year and there will be some changes to the floor plan between printing and publication. If you do not see your booth number on your map, please feel free to contact [Exhibitorservices@scsworx.com](mailto:Exhibitorservices@scsworx.com) and we will be happy to assist you in securing your appropriate Move-In and Move-Out Schedule.

	Ship Date	Install Date	Empty Crates Labeled	Final Install and Cleaning	Booth Complete
	Thursday, Jul 31st *Appointment	Thursday, Jul 31 Friday, Aug 1 Saturday, Aug 2 Sunday, Aug 3	Saturday, Aug 2 by 2pm	Sunday, Aug 3 Monday, Aug 4	Monday, Aug 4 at 3pm
	Friday, Aug 1st *Appointment	Friday, Aug 1 Saturday, Aug 2 Sunday, Aug 3	Sunday, Aug 3 by 2pm	Sunday, Aug 3 Monday, Aug 4	Monday, Aug 4 at 3pm
	Saturday, Aug 2nd 8am-3pm	Saturday, Aug 2 Sunday, Aug 3 Monday, Aug 4 8am-12pm	Monday, Aug 4 by 12pm	Monday, Aug 4	Monday, Aug 4 at 3pm
	Sunday, Aug 3rd 8am-3pm	Sunday, Aug 3 Monday, Aug 4 8am-3pm	Monday, Aug 4 by 3pm	Monday, Aug 4	Monday, Aug 4 at 3pm
	Advanced Warehouse or Hand Carry from South Hall Garage	Saturday, Aug 2 Sunday, Aug 3	Sunday, Aug 3 by 2pm	Monday, Aug 4	Monday, Aug 4 at 3pm
	Advanced Warehouse or Hand Carry from South Hall Garage	Monday, Aug 4 6pm	Monday, Aug 4 By 8pm	Monday, Aug 4	Monday, Aug 4 at 9pm



	Ship Date	Install Date	Empty Crates Labeled	Final Install and Cleaning	Booth Complete
	Sunday, Aug 3rd 8am-3pm	Sunday, Aug 3 Monday, Aug 4 8am-3pm	Monday, Aug 4 by 3pm	Monday, Aug 4	Monday, Aug 4 at 3pm



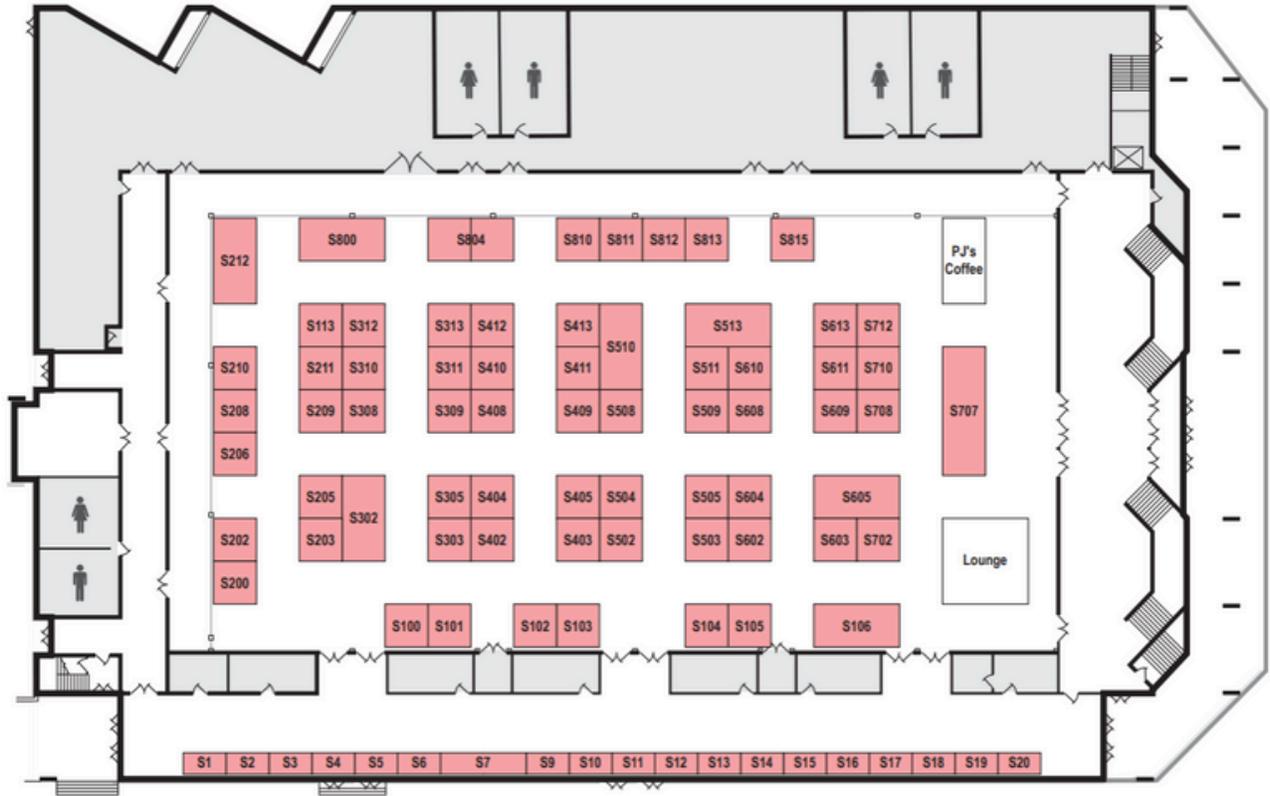
## MOVE-IN EAST HALL



	Ship Date	Install Date	Empty Crates Labeled	Final Install and Cleaning	Booth Complete
	Monday, Aug 4th 8am-1pm	Monday, Aug 4 8am-5pm	Monday, Aug 4 by 5pm	Monday, Aug 4 5pm-6pm	Monday, Aug 4 By 6pm



## MOVE-IN SATURN BALLROOMS



## Move-Out Schedules

Dismantle will begin on **Thursday, August 7 at 12:00 Noon**. No Booths should be broken down before Noon. East Hall Booths and Saturn Ballroom Booths will begin receiving Empty Crates and Containers beginning at Noon. Exhibitors are responsible for making arrangements with a shipper to pick up any items they are not taking with them. Exhibitors who are not utilizing Show Labor or an Exhibit House are responsible for breaking down all booth properties, packing equipment, labeling all crates, containers and skids with proper labels. Once you are fully packed, please return your outbound shipping paperwork to the Service Desk. **Do not leave paperwork in your booth.**

**For all Exhibitors who's move out date is August 7**, your shipper may check into the Marshaling Yard beginning at 9:00 am on Thursday, August 7 and **MUST** be checked in by 8:00 PM on August 7. Any booths without a driver checked in by 8:00 PM will automatically be forced via PEI at the expense of the Exhibiting Company.

**For Exhibitors who's Move out date is August 8**, your shipper may check into the Marshaling Yard beginning at 7:30 am on August 8 and **MUST** be checked in by 1:00pm. Any booths without a driver checked in by 1:00 pm will automatically be forced via PEI at the expense of the Exhibiting Company.

**FEDEX and UPS Shipments-** These carriers rarely show up to retrieve outbound shipments. If you leave your FedEX or UPS Shipments at the show site and they are not picked up by Noon on August 8, they will automatically be forced via PEI at the expense of the Exhibiting Company. Any Packages that do not contain proper labels for these will automatically be forced via PEI at the expense of the Exhibiting Company.

See Move Out Schedule and Maps on the following pages.

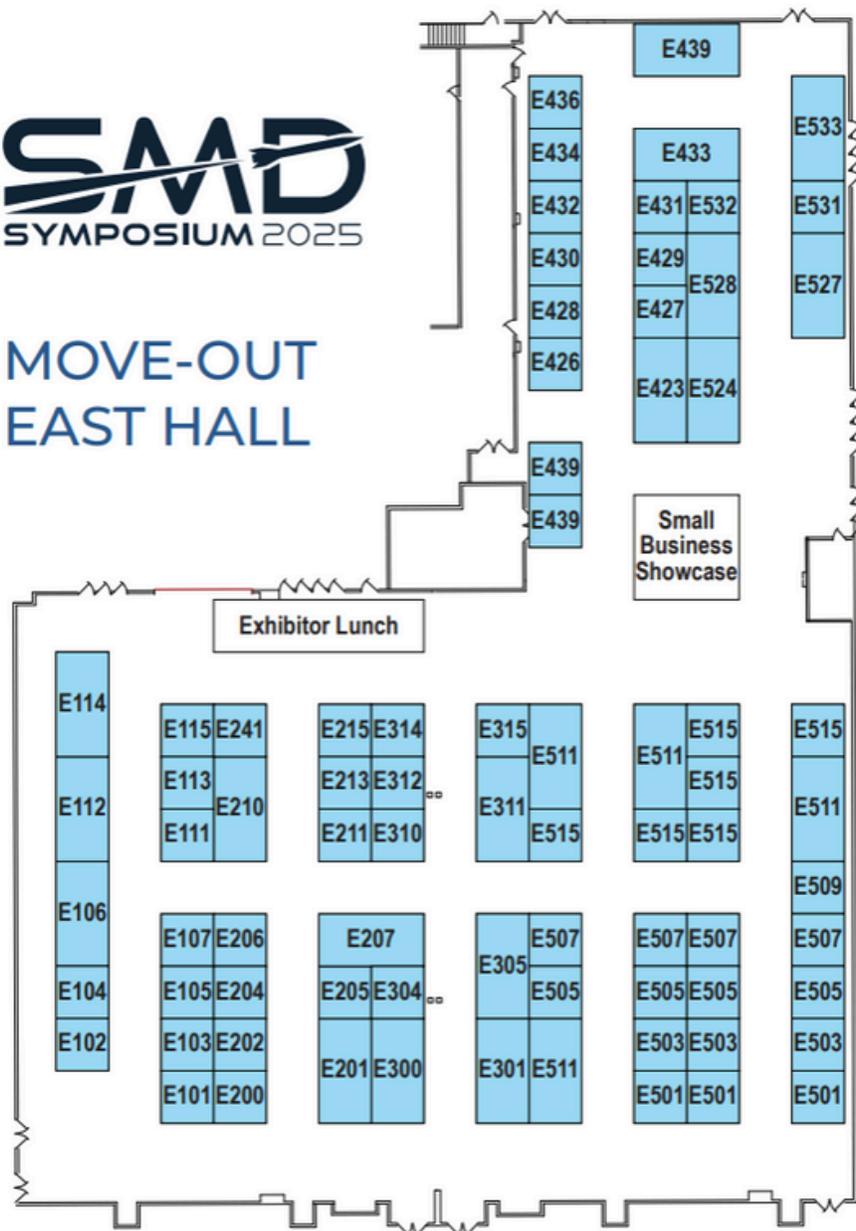
	Move-Out Date	Driver Check-in	Booth Dismantled and Packed
	Thursday, Aug 7 Beginning at noon	Thursday, Aug 7 9am - 8pm	Thursday, Aug 7 By 10pm
	Thursday, Aug 7 Beginning at noon Friday, Aug 8 8am - 12pm	Friday, Aug 8 7:30am - 10pm	Friday, Aug 8 By 11am
	PRIORITY RETURN Labels will be provided at NO cost. Please stay at show close and Dismantle your booth as quickly as possible	Thursday, Aug 7 9am - 8pm	Thursday, Aug 7 By 2pm



	Move-Out Date	Driver Check-in	Booth Dismantled and Packed
	Thursday, Aug 7 12pm - 5pm	Thursday, Aug 7 9am - 2pm	Thursday, Aug 7 By 5pm



## MOVE-OUT EAST HALL



	Move-Out Date	Driver Check-in	Booth Dismantled and Packed
	Thursday, Aug 7 12pm - 5pm	Thursday, Aug 7 9am - 2pm	Thursday, Aug 7 By 5pm



## MOVE-OUT SATURN BALLROOMS

