



IBEX

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IBEX 2022 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 27 - 29, 2022
Tampa Convention Center

IBEX 2022 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 by July 31, 2021.

[Click here](#) to view the floorplan when available.

Freight Move-In Guidelines



- ▶ It is encouraged for exhibitors to ship freight 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.
- ▶ No additional fee to ship advance this year!
- ▶ 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.
- ▶ Advance Warehouse Shipping Address:

Exhibiting Co. Name & Booth Number

IBEX

c/o Tforce-Myers Freight c/o Shepard Exposition Services

4912 W Knox St, STE 200

Tampa, FL 33634

First day for warehouse deliveries: Monday, August 29, 2022

Last day for warehouse deliveries: Thursday, September 22, 2022

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)
- ▶ [Click here](#) to schedule your rigging needs with 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.
- ▶ Please ship your sign separate from your freight or put it on top of your crate, or with instructions on the outside that there is a sign in your freight, so Shepard knows where to find your sign.
- ▶ 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 6, 2022**
- ▶ 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, September 29th at 3:00pm
- ▶ Shepard Expo Services will begin aisle carpet removal promptly at 3:00pm on Thursday, September 29th. 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.
- ▶ Please fill out the outbound paperwork in the [kit](#) before arriving or during move-in so that you do not need to wait in a long line at the end of the show.
- ▶ Dismantle Notice and Outbound Shipping forms will be sent via email.
- ▶ 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.

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).
- ▶ Exhibitors **MUST** check in at the marshaling yard before arriving to the hall.
- ▶ 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

Move-In/Move-Out Schedule
IBEX 2022

2022 IBEX Show Schedule Tampa CC	Day	Date	Time
SES Move In	Friday	9/23/2022	8:00 am-4:30 pm
Targeted move-in 300sf or larger	Saturday	9/24/2022	8:00 am-4:30 pm
Move-In	Sunday	9/25/2022	8:00 am-4:30 pm
Move-In	Monday	9/26/2022	8:00am-4:30 pm
Show - 1st Floor	Tuesday	9/27/2022	9:00am-6:00pm
Show - 2nd Floor			9:00am-6:00pm
Show - 3rd Floor			10:00am-6:00 pm
Show - 1st Floor	Wednesday	9/28/2022	9:00am-6:00pm
Show - 2nd Floor			9:00am-6:00pm
Show - 3rd Floor			10:00am-6:00 pm
Show - 1st Floor	Thursday	9/29/2022	9:00am-3:00pm
Show - 2nd Floor			9:00am-3:00pm
Show - 3rd Floor			10:00am-3:00 pm
Move-Out	Thursday	9/29/2022	3:00pm-8:00 pm
Move-Out	Friday	9/30/2022	8:00am-4:30 pm
Move-Out	Saturday	10/1/2022	8:00am-12:00 pm
All trucks checked in by 11am	Saturday	10/1/2022	10:00 AM
Forced Freight Deadline	Saturday	10/1/2022	12:00 Noon

*Direct inquiries to Shepard for coordination