EXHIBITOR SERVICE MANUAL

JANUARY 11-15, 2024 • MIAMI BEACH CONVENTION CENTER

MOVE-OUT PROCEDURES

MOVE-OUT

Monday, January 15 4:00 PM – 2:00 AM Tuesday, January 16 8:00 AM – 12:00 PM

All carriers must be checked in no later than 10 AM on Tuesday.

Dismantle Booth	Driver Check-In	Outbound Shipping
Review Move-out Schedule	Review Driver Check-in Requirements	If using EXPO for outbound shipping, Submit Outbound Shipping Form to Service Desk before freight will be released to
Exhibitors must be completely clear of hall by 12 PM on Tuesday, January 16	Carriers must arrive and check-in no later by 10 AM on Tuesday, January 16	driver Before vacating your booth, bring packages to your shipper. Packages may not be left in booths

Early Move-Out (Teardown) Policy

The Original Miami Beach Show closes at 4 PM on Monday, January 15th.

Packing up early and/or before 4 PM is prohibited!

Plan your travel arrangements accordingly!

Official show labor will not be allowed onto the show floor until 5:00 PM. This will allow you time to pack up your merchandise in a secure environment. As a reminder, porter service will be provided during move-out, so please plan accordingly.