



Move In / Move out Info

WITS Show Oct 26 -28 2021

Questions? Contact Don Lenhart 316-573-7690

Setup before the show

All booths have to be in place ready to go by Tuesday Oct 26nd at 12:00 as the show opens at 1:00 pm

Thursday Oct 21

- Hall Industrial, Belger and Sanilift will start unloading the large machines
- Electricians will begin hooking up machines
- No small booth space will be available, this day is only for the large machines.
- West Dock is open to receive freight and crates and store it inside until the booths are ready

Friday Oct 22

- Doors will open at 7:30 am (West Dock door)
- Hall Industrial, Belger and Sanilift will continue to unload and set the large machines
- The small booth space will be available during the day as curtains are set up and millwrights are done
- Air will be installed to booths who have submitted a air request form to the WITS office
- Electricians will be hooking up machines
- West Dock is open to receive freight and South big door will be open to allow exhibitors to move in.

Saturday Oct 23

- Doors will open at 7:30 am (West Dock door) (Big South Door) Volunteer driven forklifts will be available
- All booths in Expo Hall will be available
- Air and electric will be run to the booths for all who turned in a request form to the WITS office

Sunday Oct 24

- Contact the WITS office if you need access on Sunday

Monday Oct 25

- Doors will open at 7:30 am (West Dock door) (Big South Door) Volunteer driven forklifts will be available
- All booths in Expo Hall will be available for complete setup
- Air and electric will be made available as needed.

Tuesday Oct 26

- Doors will open at 7:30 am (West Dock door) (South door) Volunteer driven forklifts will be available
- All booths in Expo Hall will be available for complete setup
- Air and Electric will be made available as needed
- Show opens at 1:00 pm please have all boxes and crates in storage by 12:00 noon
- Do not store boxes and show containers behind the booth drapes



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Tear down after the show closes

The WITS Show closes at 4:00 pm on Thursday Oct 28, do not start closing your booth before 4:00 pm

Exhibitors who are shipping freight - Important!! If you want the WITS Volunteer forklift drivers to pick up your crates and boxes to be staged for pickup by the freight companies on Friday morning you must fill out the **FREIGHT INFORMATION PICKUP SHEET** and turn it into the WITS office or the Exhibitor Services booth 74

Thursday Oct 28

- Show closes at 4:00 pm
- The exhibitors are to pack up their booth and can leave.
- The big South Door will be open as will the West Dock to load out their exhibit.
- At the close of the show Volunteer with (6) forklifts and push carts will start delivering crates and exhibit containers to the booths.
- The west Dock is open for Freight companies and trucks which need dock high loading and will close at 9:00 pm?
- Electricians will start unhooking machines.
- Exhibitors will disconnect air hoses from their machine and WITS volunteers will roll them up for storage.
- Helgerson will start removing booth drapes, chairs and tables.
- Any exhibits which are being shipped from the show by a freight company be sure to have all the paperwork done and the pickup scheduled.
- For any exhibitor who is shipping by a freight company please **take a picture of each crate** and a close up of the shipping label.

Friday Oct 29

- Doors will open at 7:30 am (West Dock door)
- West Dock will be open by 7:30 am and close at 5:00 pm. , volunteers with forklifts will be available to load crates.
- The big South Door will be open as will the West Dock to load out their exhibit.
- Electricians will be unhooking machines and rolling up wire
- Hall Industrial, Belger and Sanilift will be loading the large machines using the Big South door.
- Exhibitors will disconnect air hoses from their machine and WITS volunteers will roll them up for storage.
- Helgerson will be removing booth drapes, chairs and tables.
- Any exhibits which are being shipped from the show by a freight company be sure to have all the paperwork done and the pickup scheduled.
- Most freight companies will not pickup on Saturday so be sure to call in early to schedule a Friday pick up
- Small booths which are loading out on Friday. If you did not pack your booth on Thursday evening pack it Friday morning as the booth drapes are removed and your exhibit contents and boxes can get moved around.

Saturday Oct 30

- West Dock will be open 7:30 am and close at 12:00 noon, volunteers with forklifts will be available to load crates.
- The big South Door will be open as will the West Dock to load out their exhibit.
- **ALL EXHIBITS AND CRATES MUST BE PICKUP BY SAT NOON OR ADDITIONAL SHIPPING CHARGES AND STORAGE COST WILL INCURED**