Move out Schedule WITS Show
4:00pm Oct 23 2025

The WITS Show closes at 4:00 pm on Thursday Oct 23, 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 table upstairs by show office. **before closes on Thursday Oct 23** when the show closes turned sheets into the shipping desk at the West Dock Door

Thursday Oct 23

- 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 crates, boxes and containers.
- 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. **Put bill of Lading or shipping document taped to the outside of the crates or boxes.** Freight companies will not pick up your shipment without this. The WITS Show office upstairs has a printer and copier.
- 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 24

- 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 25

- 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**