



## DISMANTLE SCHEDULE AND INFORMATION (Center and Parkway)

### Dismantle Dates and Hours:

Thursday, 19 August	1400 – 2200
Friday, 20 August	0800 – 1800
Saturday, 21 August	0800 – 1700
Sunday, 22 August	0800 – 1700

Please do not begin removal of any display items or literature, or begin dismantling exhibits until 1400 hours, Thursday, 19 August. **Any exhibitor who begins dismantling an exhibit prior to this time may jeopardize their company's right to participate in any future OTC event.**

- **Freeman** will return empty containers as soon as the aisle carpeting is removed from the exhibit floor. The entire process will take approximately 12 hours.
- All exhibitor materials must be removed from the exhibit facility by Sunday, 22 August at 1700 hours.
- To ensure all exhibitor materials are removed from the exhibit facility by the deadline, please have all carriers check-in by Sunday, 22 August 2021 at 1000 hours, or freight will be re-routed.
- Freight must be ready for outbound loading by 1430 hours on Friday 20 August 2021 to avoid overtime charges.
- All labor incurred to dismantle booths after the deadline will be charged at 'time and a half' rates.

**EXHIBITORS ARE RESPONSIBLE FOR THE REMOVAL OF ALL MATERIALS USED IN THEIR DISPLAY.  
ANY EXHIBITOR LEAVING MATERIALS AFTER 1700 HOURS ON SUNDAY, 22 AUGUST 2021, WILL BE CHARGED  
FOR THEIR REMOVAL.**

- Hand-carried items may be removed through the lobby.
- Only badged or wrist banded exhibitors and exhibitor appointed contractors may be on the exhibit floor during dismantle.
- No open toed shoes permitted on the exhibit floor during move out.
- Children under the age of 18 are not permitted on the exhibit floor during move-out.
- Never leave your exhibit unmanned at any time during move-out.

**REMINDER:** Arrange your travel schedules so that it is not necessary to remove hand-carried items until after 1400 hours on Thursday, 19 August 2021.