

# LOAD OUT INSTRUCTIONS

CURBSIDE LOAD IN VENDORS CAN SKIP THIS PROCESS  
AND USE OPEN LOAD OUT

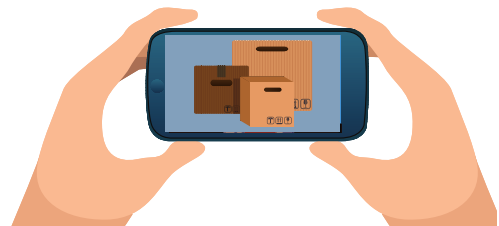
## 1 PACK UP



- Do not close before 4:00 PM on Sunday.
- Fully pack your booth - all inventory, tents and walls collapsed, etc.
- Remove booth tape from the floor.
- You should be ready to directly load into your vehicle.

- Take a picture of your fully packed booth area.
- Show photo to staff 1st floor main lobby stage.
- Staff will provide a load-out ticket.

## 2 TAKE A PHOTO



## 3 LOAD OUT TICKET



- Retrieve your vehicle and navigate to your load-in entrance.
- You will need both your load-in pass & load-out ticket for curbside load-out.



**Do not send someone to get your vehicle before receiving a load-out pass.**

**Do not park in the curbside load-out zone before show close - you will be ticketed & towed.**

