

## Load-Out Information

- Vendors should not close booths before 4:00 PM on Sunday without permission of show staff.
- Vendors should pack their booths fully before retrieving vehicles/requesting load-out passes.
  - Fully packed means all displays and inventory is packed, tents have been collapsed, shelving and walls are collapsed, and all items are ready to be moved directly to your vehicle. Please help our show staff by removing the booth tape.
- Once a vendor has packed their booth, they should take a picture of the booth area and go to any information booth.
  - If vendors do not have technology for taking photos, they can go to the information booth and request a staff member to physically verify their booth.
  - **In the event of low staffing, all load-out information booths will be consolidated to the 1st floor main lounge stage for efficiency.**
  - Once staff verify that your booth is ready, they will provide a load-out pass. **No vehicles will be allowed to enter without a load-out pass. Please do not send an associate to retrieve your vehicles before receiving this pass.**
- You should return to the same area you used for load-in (i.e. Ramp 6 Open Load-In, Beal Entrance Load-In). **You must display your Load-in Pass in your Dash and your Load-out pass at the checkpoint.**
- Vendors should be conscious of the time their vehicle is parked for load-out and avoid blocking/stalling traffic for other vendors.
- Please be patient with our show staff. Load-out has unpredictable rushes and grace and patience is appreciated!

If you do not want to wait for a Load-out Pass, all vendors can load-out directly from RAMP 6 without any check-in from staff.

RAMP 6 does not require load-out passes.