

# MOVE-OUT SCHEDULE

To maximize participation in key event experiences, exhibitors are encouraged to plan for preferred move-out on:

**Thursday, August 27 from 11:30 a.m. – 5:00 p.m.**

Wednesday evening features the McLane Engage party and concert, and Thursday morning is dedicated to supplier-focused content designed to deliver meaningful value to our supplier partners. We strongly encourage exhibitors to remain through these experiences.

## **Optional Early Move-Out:**

For exhibitors who need to depart early, or have teams able to split coverage, a limited move-out window is available on:

**Wednesday, August 26 from 5:00 p.m. – 7:00 p.m.**

## OFFICIAL MOVE-OUT TIMELINE

**Wednesday, August 26, 2026 | 5:00 p.m.**

Exhibitor move-out officially begins. Early teardown is permitted at this time for those utilizing the optional Wednesday window.

**Thursday, August 27, 2026 | 11:30 a.m. – 5:00 p.m. (Preferred)**

Primary exhibitor move-out window. All exhibitors should plan to dismantle and remove materials during this time unless departing Wednesday.

## ADDITIONAL IMPORTANT MOVE-OUT INFORMATION

### **Deadline for driver check-in**

**Wednesday, August 26, 2026 at 6:00 p.m. or Thursday, August 27, 2026 at 2:00 p.m.**

Exhibitors who wish to ship materials by any carrier must instruct drivers to check in at The Gaylord Texan Resort & Convention Center. They will check in at the loading dock with the Willwork Dock Supervisor by 6:00 p.m. (or 2:00 p.m.).

Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Willwork Service Desk. Drivers whose Material Handling Agreement has not been turned in will be placed in a holding queue until the booth is packed and the Material Handling Agreement is turned in.

Should your carrier fail to check in at the loading dock by 6:00 p.m. (or 2:00 p.m.). Willwork Global Event Services reserves the right to re-route the shipment via the official show carrier as necessary. Neither Willwork nor Show Management assumes any liability as a result of such re-routing.

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## **Exhibits packed and Material Handling Agreement turned in to Willwork**

**Wednesday, August 26, 2026 at 6:00 p.m. or Thursday, August 27, 2026 at 2:00 p.m.**

All Material Handling Agreements must be turned in to the Willwork Service Desk to be validated. Do not leave your Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded.

Material Handling Agreements and additional labels will be available at the Willwork Service Desk at your convenience. No Material Handling Agreements will be issued until your balance is paid in full. Delivery of your Material Handling Agreement to Willwork Global Event Services does not signify that Willwork Global Event Services has assumed responsibility for your shipments. Once packed and ready to turn in your Material Handling Agreement, take a picture of your shipment for your files.

Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Material Handling Agreement to the Exhibitor Service Desk. Do not leave the Material Handling Agreement in your booth.

## FINAL PAYMENTS

For your convenience, any show site balances or charges for outbound labor, freight, or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the Willwork Service Desk prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

## **Final clean up; Exhibitor Move Out officially ends**

**Thursday, August 27, 2026 at 5:00 p.m.**

All shipping containers including but not limited to fiber cases, cartons and crates should be securely packaged and labeled by the exhibitor. If you have multiple items stacked on a skid, we strongly advise that you order shrink wrap or banding from the Willwork service desk so that items do not get separated.

**Please Note: All FedEx and UPS outbound shipments must be dropped off by the Exhibitor at the nearest FedEx or UPS location.**