

Lehigh Valley Craft & Gift Show  
October 22-23, 2005

## MOVE-IN / OUT INSTRUCTIONS

### Move-in & Move-out times / Show Schedule:

Friday	10/21/05	12pm – 8pm	<b>MOVE IN (drive-in loading)</b>
Saturday	10/22/05	10am – 5pm	show hours (exhibitors may enter at 8am)
Sunday	10/23/05	10am – 4pm	show hours (exhibitors may enter at 9am)
<b>Sunday</b>	<b>10/23/05</b>	<b>4pm – 8pm</b>	<b>MOVE OUT</b>

### Check-in procedures:

**BOOTH SPACE MUST BE PAID IN FULL PRIOR TO MOVE-IN DAY.  
VENDORS WHO OWE PAYMENT WILL NOT BE ALLOWED TO MOVE IN  
AND BOOTH SPACE WILL BE RE-ASSIGNED.**

- Check-in at the registration counter inside the front door **before** moving in any exhibits.
- An Expo Center representative will give your exhibitor badge, parking instructions, and will direct you to the appropriate load-in doors. Please dress weather-appropriate!
- **You will need to give us your door prize item (valued at \$20 or more) for the hourly door prizes upon check in.... pack that item last so that it is easily accessible!!!**

### Move-in details:

- **You may drive into the building for unloading**
- Empty trailers should be parked outside the building underneath the overhang. (See an Exp employee upon check-in) **PLEASE DO NOT LEAVE TRAILERS IN THE PARKING LOT**
- **Dress warmly—the large overhead doors will be open.**

### Move-out details:

- All products must be out of building by 8pm on Sunday.
- **You may drive into the building for loading**

**DISPLAYS AND PRODUCTS MUST STAY ASSEMBLED UNTIL THE END OF THE SHOW.**

**DO NOT PACK UP EARLY!!!!!!**

Vendors who start to pack up PRIOR TO 4PM ON SUNDAY will not be allowed to drive into the building and will jeopardize their eligibility for future Ballantine Production shows.