

# ASD BOOTH BUYER/SALE OF BOOTH INSTRUCTIONS

Please follow these guidelines if you sell your booth at ASD:

- All booths must remain intact, staffed and open for business, even if you sell your booth, until the show closes at 4:00 pm on the last day of the show. Violations will be subject to fines and penalties as specified in the Exhibitor Services Manual. Product may not be released prior to 4:00 pm on the last day of the show.
- Booth buyer may be required to provide proof of purchase before goods/merchandise are released.
- All personnel packing a booth and/or removing merchandise must be properly credentialed with either an official ASD exhibitor badge or ASD wristband. Buyer may obtain a wristband from the show office upon review of proof of purchase and/or confirmation from exhibitor, or exhibitor may obtain an exhibitor badge for the buyer at the exhibitor's expense. Anyone without proper credentials will not be allowed into the exhibit hall, including during move-out.
- If exhibitor utilized material handling unloading services on the inbound, the buyer picking up on the outbound will be able to utilize same material handling services, as this is a round-trip service. Exhibitors must complete the Material Handling Agreement, consigning their goods to their designated booth buyer, and return to a Freeman Service Desk. This must be done before the booth buyer will be allowed to remove the purchased booth. NOTE: Exhibitor will be charged overtime for material handling if the booth buyer moves the booth out on Wednesday. To avoid overtime fees, we recommend you arrange with your booth buyer to remove the booth on Thursday during straight time labor hours.
- If exhibitor hand-carried into the show, the booth buyer is required to hand carry out, or pay Freeman for cartload or material handling services. When hand-carrying, exhibitor/buyer are not allowed access to freight doors or other material handling areas.
- All goods and materials must be removed by noon Thursday, March 21.