

Material Handling & Labor General Information

ADVANCE SHIPPING

If you ship in advance and meet the advance shipping deadline date of **Monday, 27 February**, your freight will be delivered to your booth per the [Targeted Move-In Schedule](#).

Exhibitors are encouraged to confirm delivery of their shipments to the warehouse prior to exhibitor move-in. Please call our **OFC Exhibitor Help Line** at **+1 301.306.4627**, or send an email to exhibitorservices@hargroveinc.com to confirm receipt of delivery.

DIRECT SHIPPING

All direct deliveries of exhibit material for OFC 2023 are [targeted](#). Carriers must check-in at the Marshaling Yard prior to going to the Convention Center. To plan your budget for drayage charges more accurately, please keep the following in mind:

No freight will be accepted prior to the scheduled targeted move-in. Booths 400 square feet and larger will be assessed a 50% OFF-TARGET surcharge for deliveries of exhibit material received before or after the target move-in time. Please refer to the Targeted Move-In schedule on the following page for more detailed information on your color-coded targeted area.

Straight-time deliveries need to occur Monday – Friday between 08:00 and 16:30. Any shipments received at the Marshaling Yard prior to 08:00 or after 16:30. Monday – Friday, or on Saturday or Sunday will be charged a 40% overtime surcharge per occurrence. In order to assure a smooth move-in for everyone, pre-assigned target dates and times will be strictly enforced.

Please contact Hargrove's Freight Manager at +1 301.306.4693 with any requests to change targeted move-in times.

TRUCK CHECK-IN

All carriers delivering to or picking up from the San Diego Convention Center for this show must check in at the Marshaling Yard to be staged for unloading/loading; please see the "Schedule for Show Site (Direct) Shipments" on the following page for the schedule and the map for the location. Trucks will be checked in according to the schedule then directed to the appropriate dock for unloading. Be sure to advise your carrier of this required check-in information. **A complete Material Handling Agreement and certified scale ticket MUST accompany all freight. Once checked in at the Marshaling Yard, all trucks will be staged for building delivery.**

INTERNATIONAL SHIPMENTS

[ICAT](#) will be coordinating the international freight forwarding, import customs brokerage and delivery of overseas shipments. Hargrove **cannot** make customs arrangements on your company's behalf.

PLASMA SCREENS

Plasma screens are a high theft item! Hargrove strongly recommends that you insure plasma screens, as NO liability for theft is assumed by show management, the facility or Hargrove. We also recommend that the shipping containers are not marked 'PLASMA SCREEN.' Please note that plasma screens tend to incur concealed damage through normal shipping and handling procedures. Hargrove is not responsible for concealed damage on any shipment received. As a precaution, please consider renting plasma screens as an alternative to shipping them.

Material Handling & Labor General Information (cont.)

SCHEDULE FOR **ADVANCE** (WAREHOUSE) SHIPMENTS

TARGET SECTION	FREIGHT DELIVERY TO BOOTH SCHEDULE
BLUE (600 SQ FT /LARGER)	THURSDAY, 02 MARCH BY 16:00
RED	FRIDAY, 03 MARCH BY 08:00
GREEN	FRIDAY, 03 MARCH BY 10:00
GOLD	MONDAY, 06 MARCH BY 08:00
GRAY	MONDAY, 06 MARCH BY 08:00

* See the [Targeted Floor Plan](#) for applicable booth target assignment.

SCHEDULE FOR **SHOW SITE** (DIRECT) SHIPMENTS

TARGET SECTION	DRIVER CHECK-IN *	UNLOADING TIMES
BLUE (600 SQ FT /LARGER)	THURSDAY, 02 MARCH – 08:00 TO 13:00	15:00 TO 19:00
RED	FRIDAY, 03 MARCH – 05:00 TO 09:00	08:00 TO 12:00
GREEN	FRIDAY, 03 MARCH – 09:00 TO 13:00	13:00 TO 17:00
GOLD	MONDAY, 06 MARCH – 05:00 TO 09:00	08:00 TO 12:00
GRAY	The direct freight target does not apply to booths under 400 sq. ft. Direct materials may be delivered and unloaded any time Friday – Monday between 08:00 and 17:00.	

* See the [Driver Check-In Map](#) for driver check-in location.

NOTES:

- **Booths 400 sq. ft. or larger** must load-in freight as scheduled to avoid a 50% missed target surcharge.
- Overtime is charged for shipments handled prior to 08:00 and after 16:30 Monday through Friday, and anytime on Saturday or Sunday.
- If the above times do not meet your schedule, please call the OFC Exhibitor Help Line at +1 301.306.4627 to make other arrangements.

Targeted Move-In Schedule

SCHEDULE FOR **ADVANCE** (WAREHOUSE) SHIPMENTS

TARGET SECTION	FREIGHT DELIVERY TO BOOTH SCHEDULE
BLUE (600 SQ FT /LARGER)	THURSDAY, 02 MARCH BY 16:00
RED	FRIDAY, 03 MARCH BY 08:00
GREEN	FRIDAY, 03 MARCH BY 10:00
GOLD	MONDAY, 06 MARCH BY 08:00
GRAY	MONDAY, 06 MARCH BY 12:00

* See the [Targeted Floor Plan](#) for applicable booth target assignment.

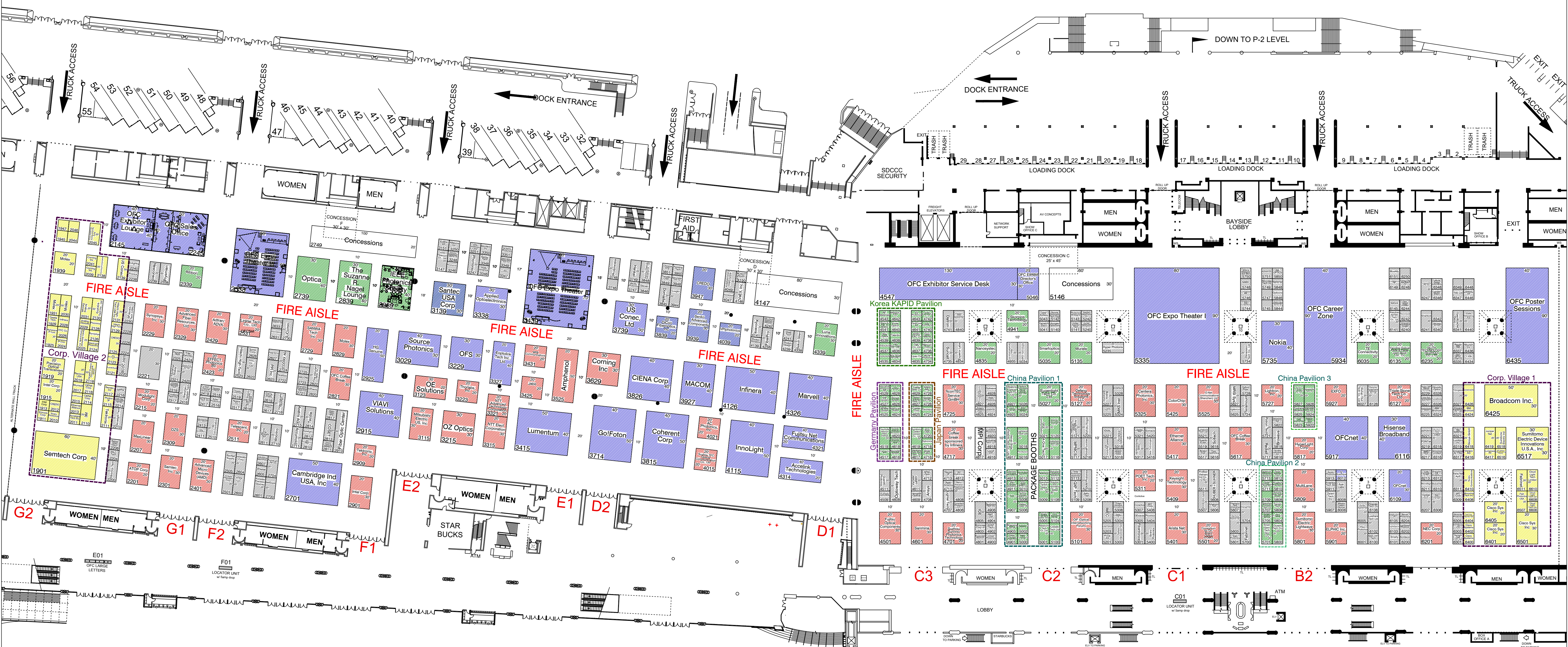
SCHEDULE FOR **SHOW SITE** (DIRECT) SHIPMENTS

TARGET SECTION	DRIVER CHECK-IN *	UNLOADING TIMES
BLUE (600 SQ FT /LARGER)	THURSDAY, 02 MARCH – 08:00 TO 13:00	15:00 TO 19:00
RED	FRIDAY, 03 MARCH – 05:00 TO 09:00	08:00 TO 12:00
GREEN	FRIDAY, 03 MARCH – 09:00 TO 13:00	13:00 TO 17:00
GOLD	MONDAY, 06 MARCH – 05:00 TO 09:00	08:00 TO 12:00
GRAY	The direct freight target does not apply to booths under 400 sq. ft. Direct materials may be delivered and unloaded any time Friday – Monday between 08:00 and 17:00.	

* See the [Driver Check-In Map](#) for driver check-in location.

NOTES:

- **Booths 400 sq. ft. or larger** must load-in freight as scheduled to avoid a 50% missed target surcharge.
- Overtime is charged for shipments handled prior to 08:00 and after 16:30 Monday through Friday, and anytime on Saturday or Sunday.
- If the above times do not meet your schedule, please call the OFC Exhibitor Help Line at +1 301.306.4627 to make other arrangements.



BLUE

Thursday, 02 March
ADVANCED FREIGHT
DELIVERED TO BOOTH BY 16:00
DIRECT FREIGHT 15:00-19:00
Check-In 08:00-13:00

RED

Friday, 03 March
ADVANCED FREIGHT
DELIVERED TO BOOTH BY 08:00
DIRECT FREIGHT 08:00-12:00
Check-In 05:00-09:00

GREEN

Friday, 03 March
ADVANCED FREIGHT
DELIVERED TO BOOTH BY 10:00
DIRECT FREIGHT 13:00-17:00
Check-In 09:00-13:00

GOLD

Monday, 06 March
CORPORATE VILLAGE
DELIVERED TO BOOTH BY 08:00
DIRECT FREIGHT 08:00-12:00
Check-In 05:00-09:00

GRAY

THE DIRECT FREIGHT TARGET DOES NOT APPLY TO BOOTHS UNDER 400 SQ. FT. ADVANCED FREIGHT FOR THESE BOOTHS IS GUARANTEED TO BE DELIVERED BY 12:00 ON MONDAY, 06 MARCH. DIRECT MATERIALS MAY BE DELIVERED AND UNLOADED ANY TIME FRIDAY - MONDAY BETWEEN 08:00 AND 17:00.

Booths 400 sq. ft. and larger must load-in freight as scheduled to avoid a 50% missed-target surcharge.

*The inbound freight target floorplans are provided to identify move-in dates and times only. Booth spaces shown are based on available data on the date indicated.

Changes in configurations and dimensions may occur after distribution.

Targeted Move-Out Schedule

To increase the efficiency of exhibitor move-out, Hargrove and OFC will be implementing a Targeted Move-Out Schedule. Please plan your needs based on the Targeted Move-Out Plan. During Move-In, Hargrove representatives will be working with you to prioritize your empty returns based on your needs and the Move-Out target.

MOVE-OUT SCHEDULE

TARGET SECTION	DRIVER CHECK-IN *	DISPATCHED FROM MARSHALING YARD
RED	THURSDAY, 9 MARCH – 18:00 TO 20:00	BY 22:00
GREEN	FRIDAY, 10 MARCH – 07:00 TO 10:00	07:00 TO 14:00
BLUE	FRIDAY, 10 MARCH – 07:00 TO 12:00	07:00 TO 16:30

* See the [Driver Check-In Map](#) for driver check-in location.

NOTES:

- This schedule does not guarantee straight time loading.
- Overtime is charged for shipments handled prior to 08:00 and after 16:30 Monday through Friday, and anytime on Saturday or Sunday.
- If the above times do not meet your schedule, please call the OFC Exhibitor Help Line at +1 301.306.4627 to discuss alternatives.



RED

Thursday, 09 March

Driver Check-in - By 18:00 and No Later Than 20:00
Dispatched from Marshalling Yard by 22:00

GREEN

Friday, 10 March

Driver Check-in - By 07:00 and No Later Than 10:00
Dispatched from Marshaling Yard 07:00 to 14:00

Blue

Friday, 10 March

Driver Check-in - By 07:00 and No Later Than 12:00
Dispatched from Marshaling Yard 07:00 to 16:30