

Post-show FAQs

1. How do I get my empty containers back? When will they arrive?

Most likely your empty containers will be returned quickly at the close of the show. But, keep in mind it can take as many as two hours to return large containers that are stored off-site. Please make sure that you arrange your travel accordingly.

2. How do I arrange outbound shipping? Will there be labels available to me?

You have two options:

1) If you choose the preferred courier ABF, A bill of lading will be provided along with tracking numbers. PoSH will do the rest.

2) If you choose to use your own carrier including UPS and Fed Ex, call and schedule a pick-up by 4pm (to ensure they arrive before your 5pm deadline). Then stop by the PoSH Service desk and fill out their bill of lading with your freight carrier info. As part of your in bound material handling charge they will insure that your outbound shipment is picked up by your courier safe and secure. If your courier does not arrive in time or at all, PoSH will either force it via ABF or take it back to their warehouse for delivery the next day.

Most companies send labels with their exhibitors, if your company has not or you have misplaced them, PoSH has generic labels available.

3. When do I need to be sure to vacate my booth space?

The exhibit hall will close at 1:00 pm on Wednesday. Exhibitors will have until 5:00 pm to tear down booths.

4. What help will Posh Event Services provide?

Whatever you ask! If we don't know the answer, we'll work to figure it out. We can help with any questions including orders, shipments, material handling, loading, etc.

5. Will there be security to watch my things after the show is over?

No official security but OHIMA and PoSH management will be supervising the move-out. But, if you have something valuable in your booth, secure it first before leaving your area.

6. Do I need to stay to supervise the movement of my items out of my booth space?

No, if your equipment or boxes are sealed and or shrink wrapped you can be assured it will make it to the shipper without your supervision.

- Make sure your outbound paperwork is completed and attached to shipment and PoSH is notified before you leave. Also, do not label boxes with the contents if they are expensive or high-tech materials.

If you have more or specific questions that relate to your situation please call or email PoSH Exhibitor Services. exhibitorservice@poshevent.com or (740) 362-0004