



# PACIFICHEM 2010

Honolulu, Hawaii, USA, December 15-20, 2010



**Advance Price Deadline Date: 12/02/2010**

**MOVE-OUT INSTRUCTIONS**

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

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The following information will help ensure your move-out runs smoothly.

Exhibitor Move-out is scheduled for Saturday, Dec 18 @ 1400h and must be completed by 1700h.

The empty crates and containers will be delivered to your booth starting on Saturday, Dec 18 @ 1400h .

If you are shipping any freight from the exhibition hall:

1. The Official show carrier is Airways.
2. See Attco Service Desk to help with any shipping needs.
3. You may use your own carrier. It is your responsibility to call your own carrier and make arrangements for pickup at exhibit hall loading dock. Please provide your carrier with as much information as possible. Include the show name, your booth number, address of the facility, driver check in time, and number of pieces to pick up. Carriers may start checking in and standby for outbound loading: Saturday, Dec 18 @ 1400h.
4. You are shipping from:  
Pacifichem 2010  
Hilton Hawaiian Village—Coral Ballroom  
c/o ATTCO, INC.  
2005 Kalia Rd, Honolulu, HI 96815
4. Fill out a **Material Handling Form**, obtainable at the Attco Service Desk.
5. Pack all your boxes / crates.
6. Fill out shipping labels and attach to **EVERY** piece (remove any old labels).
7. Return completed Material Handling Form to the Attco Service Desk when you are ready to leave. Be sure to indicate alternative method of shipping if your carrier fails to pickup your freight.
8. If your carrier fails to check in on Saturday, Dec 18 @ 1700h your freight will be rerouted via the official house carrier. Attco will provide loading assistance to carriers at facility loading dock; carriers will not be allowed to do pickup within exhibit hall.

Please DO NOT turn in your Material Handling Form until you have finished packing. Please do not leave freight in booth without filling out Material Handling form.

If you are using FedEx or UPS shipping any freight from the exhibition hall:

1. Facility Business Center will be assisting with outbound service. Please coordinate your service need prior to dismantle by visiting there office at entrance side of exhibit hall or calling via house phone.
2. It will not be necessary for you to complete our Material Handling form if you are using Business Center.
3. It is not necessary for you to contact carrier for pickup if you are using Business Center.

**ATTCO will redirect freight to another carrier or back to warehouse any freight not picked up by Saturday, Dec 18 @ 1700h .**