



# MOVE OUT NOTICE

**Texas High School Athletic Dir Assoc State Conference & Trade Show**

Kalahari Resorts Texas | Round Rock, TX

**T194430626**

June 1-2, 2026

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## Texas High School Athletic Dir Assoc State Conference & Trade Show Move Out Notice

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The Texas High School Athletic Dir Assoc State Conference & Trade Show will end at 6:00 PM, on Tuesday, June 2, 2026. Please don't pack up your booth before 6:00 PM for everyone's safety. Below are some general processes. Specific instructions will be emailed to you before move out begins.

**Returning Empty Containers:** Once the aisle carpet is removed and/or plastic protection is installed on top of the floor, Shepard will start returning empty containers and skids. Depending on the size of the event, this could take several hours. Please keep the aisles free of crates, boxes, and furnishings to speed up the process. For safety reasons, please don't go to the dock area or storage area to find your crates.

### Exhibitor Move Out Schedule:

Tuesday, June 2, 2026 • 6:30 PM to 10:30 PM

Wednesday, June 3, 2026 • 8:00 AM to 12:00 PM

**Outbound Paperwork Requirements:** To ship out or load out any materials from the building, you must have a Shepard Outbound Material Handling Authorization form. Make sure to pay your balances in full with Shepard Exposition Services to receive the form. Once you're packed and ready to leave, fill out the form and return it to the Shepard Service Desk. Label your boxes and leave your shipments in your booth space.

**Show Carrier:** Shepard Logistics can take care of all your shipping needs. Go to the Shepard Service Center to make your shipping arrangements.

**Outside Carriers:** To make sure everything is removed from the venue during the exhibitor move out, all carriers must check in with Shepard no later than Wednesday, June 3, 2026 | 11:00 AM. If you're shipping via UPS or FEDEX, bring your own labels as Shepard can't provide them for you. Contact UPS or FEDEX to schedule your pickup. Any materials left in the hall and not claimed by your designated carrier by Wednesday, June 3, 2026 | 11:00 AM, will be rerouted via the show carrier or returned to Shepard's warehouse to await disposition at your expense.

**Reroute Schedule:** If you're still in the venue after Wednesday, June 3, 2026 | 11:00 AM, you may be charged labor wait fees if your booth move out process delays Shepard Operations. There's also a disposal fee for all bulk items (non-sweep-able) left on the show floor.

**Abandoned Items:** Any items or equipment left in booths without shipping labels after Wednesday, June 3, 2026 | 11:00 AM may be thrown away. Shepard Exposition Services won't be responsible for any unattended items left on the show floor. If you don't have a complete Outbound Material Handling Authorization, your shipment will be returned to the warehouse or shipped to you via alternate carriers at your expense.

### Pick Up Location:

Kalahari Resorts Texas  
3001 Kalahari Blvd  
Round Rock, TX 78665