

# **MOVE-OUT & TEAR DOWN**

In order to facilitate your move-out experience, we need you to take note of the information below.

During show hours, NO MATERIAL can be removed without written authorization from management. Out of respect for visitors, **it is strictly forbidden to tear down your booth before the closing of the show, Sunday, February 10<sup>th</sup> at 5pm.**

In order to minimize congestion during move-out, all exhibitors will be required to un-build their booth completely before taking hand trolleys or bringing trucks to the dock.

## **Move-out schedule:**

Sunday, February 10 <sup>th</sup>	5pm to 11pm
Monday, February 11 <sup>th</sup>	6:30am to 5pm

## **ALL MATERIALS WILL BE RETAINED IN THE STADIUM UNTIL SUNDAY FEBRUARY 10<sup>th</sup> AT 5PM**

1. Tear down and move-out begins at 5pm on Sunday, February 10<sup>th</sup> **after all visitors have cleared the premise and when the aisle carpet has been removed.**
2. Once the carpet has been removed:
  - a. Hand trolleys and forklift access will be permitted. Your help in keeping aisles free of material would be appreciated.
  - b. Crates and containers will be returned to exhibitor's booths promptly.

**All material left in the Exhibition Hall after 5pm on Monday, February 11<sup>th</sup> will be disposed at your expense (with the exception of special projects).**