

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 9th 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:

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|-----------------------------------|---------------|
| Sunday, February 9 th | 5pm to 11pm |
| Monday, February 10 th | 6:30am to 5pm |

ALL MATERIALS WILL BE RETAINED IN THE STADIUM UNTIL SUNDAY FEBRUARY 9th AT 5PM

1. Tear down and move-out begins at 5pm on Sunday, February 9th **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 10th will be disposed at your expense (with the exception of special projects).