

## 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, October 21st 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, October 21 <sup>st</sup> | 5pm to 11pm   |
| Monday, October 22 <sup>nd</sup> | 6:30am to 3pm |

### **ALL MATERIALS WILL BE RETAINED IN THE STADIUM UNTIL SUNDAY OCTOBER 21<sup>ST</sup> AT 5PM**

1. Out of respect for visitors, exhibits must remain intact and staffed until show closing at 5 pm on Sunday, October 21<sup>st</sup>. It is strictly forbidden to tear down your booth before the closing of the show.
2. Tear down and move-out begins at 5pm on Sunday, October 21st 2018 **when the aisle carpet has been removed.**
3. 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 5 pm on Monday, October 22<sup>nd</sup>, 2018 will be disposed at your expense (with the exception of special projects).**