

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 27th 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 27	5pm to 11pm
Monday, October 28	6:30am to 3pm

ALL MATERIALS WILL BE RETAINED IN THE STADIUM UNTIL SUNDAY OCTOBER 27th AT 5PM

1. Out of respect for visitors, exhibits must remain intact and staffed until show closing at 5 pm on Sunday, October 27th. 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 27th 2019 **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 28, 2019 will be disposed at your expense (with the exception of special projects).