



## **MOVE-OUT**

### **Date & Time:**

**Sunday, March 24<sup>th</sup> 6pm – 10pm**

**Monday, March 25<sup>th</sup> 8am – 2pm**

### **Schedule:**

In order to minimize congestion during move-out, all exhibitors moving out on Sunday night will be required to un-build their booth completely before taking dollies or bringing trucks to the dock. Once booths are un-built exhibitors must request a "move-out slip" from Show Management. This will be required to allow trucks to the docks.

All exhibitors must wait until carpet aisles are removed before bringing dollies to their booth.

### **Exhibits:**

Exhibits must remain intact and staffed until show closing at 5 pm on Sunday, March 24<sup>th</sup>. Failure to adhere to this regulation will affect future participation in the Ottawa Home & Garden Show and could result in a \$250.00 fine.

### **Vehicle Access:**

This will not be possible until exhibits obstructing drive-in doors are removed and all aisle carpets have been rolled up. These tasks will be completed promptly by Freeman.

### **Material Handling:**

At show closing, all aisle carpets will be removed. The sooner this task is completed, the sooner, dolly usage, and forklifts access will be permitted. Distribution location(s) for dollies will be determined on site. Your help in keeping aisles free of material would be appreciated by all concerned.

### **Storage:**

Crates and containers will be returned to exhibitor's booths promptly once all aisles carpet in the show is removed.

**NOTE:** All exhibit material left on the floor after the specified move-out dates and times will be removed by Freeman at the owner's expense, so please ensure that you have made the proper arrangements with your shipper. **THERE WILL BE NO EXCEPTIONS.**

At the end of the show: All exhibitors are asked to move their vehicles out of the back parking of the venue to the front parking. **Trucks will be permitted to circulate at the back of the building ONLY AFTER 6 pm on Sunday evening (1 hr after the show close)**