

MOVE-OUT



Date & Time:

Sunday, October 31st **6:00pm – 10:00pm**

Monday, November 1st **8:00am – 2:00pm**

Schedule:

In order to minimize congestion during move-out, all exhibitors moving out on Sunday night will be required to tear down their booth completely before taking dollies or bringing trucks to the dock. Once booths are fully taken apart exhibitors must request a "move-out slip" from Show Management. The move-out slip is 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, October 31st. Failure to adhere to this regulation will affect future participation in the Ottawa Fall Home Show and could result in a \$250.00 fine.

Vehicle Access:

Vehicle Access 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 Stronco.

Material Handling:

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

Storage:

Crates and containers will be returned to exhibitor's booths promptly once all aisle 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 Stronco at the owner's expense, so please ensure that you have made the proper arrangements with your shipment provider. **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)