

MOVE-OUT INFORMATION

LIFO/All Exhibitors	Thursday, October 7, 2021	4:00 pm – 10:00 pm
All Exhibitors	Friday, October 8, 2021	8:00 am – 12:00 pm
All exhibits except Heavy Machinery must be removed by 12:00 pm on Friday, October 8		
Heavy Machinery by Appointment Only	Saturday, October 9, 2021	8:00 am – 4:00 pm

Beginning at 4:00 p.m. on Thursday, October 7, 2021, **AFTER** aisle carpets have been removed, all materials in storage will be returned to the booths.

ALL exhibits must be removed by 12:00 pm on Friday, October 8, 2021, except for heavy machinery which must be removed by 4:00 pm on Saturday, October 9, 2021.

Please direct all trucks to the Marshalling Yard until your equipment/products are crated and ready to be loaded.

DISMANTLING OF EXHIBITS

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show.

Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

LOADING DOORS

During move-out, freight will be shipped from the show through the same doors as were used for move-in. The floor will have a material handling crew, as well as a representative from Show Management who will be checking with exhibitors to ensure a smooth and trouble-free move-out.

REMOVAL OF EXHIBIT MATERIALS

At the close of the show, where exhibitors fail to pick up or couriers refuse to accept shipments Show Management reserves the right to reroute such shipments where no disposition is provided. This material may be hauled to a warehouse and the exhibitor will be charged accordingly for this routing or handling. To simplify your move-out, we recommend the use of our Official Carriers.

LIFO EXHIBITORS or "Last in, First out"

LIFO exhibitors are simply exhibitors that are located in high traffic areas of the event load in and load out zones. These exhibitors are established as the final wave of move in slots and the first wave of move out slots and are given exclusive dock locations.

VEHICLE MARSHALLING INFORMATION

To facilitate a smooth move-in and move-out, please ensure that these procedures are followed, as the marshalling personnel will strictly enforce them.

Every truck requiring material handling services to unload must first report to the marshalling yard.

- The marshalling yard will be located at **The International Centre on the East Side of Hall 5.**
- Marshalling personnel will verify paperwork. Please ensure that your driver has a copy of the following:
 - Your Company Name and Booth Number
 - Customs Papers (if applicable)
 - Material Handling Order Form
- The marshalling yard will be open one (1) hour prior to the scheduled move-in and/or move-out times with the exception of the first day of move-out when the yard will be open two (2) hours prior to show closing.
- An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give the driver a numbered ticket based on the prearranged priority listing produced by GES Canada.
- A call will be made to the attendant at the marshalling yard to dispatch vehicles. As space becomes available, the drivers will be directed to the appropriate loading dock.
- Upon arrival at the specified entrance, the driver will turn in his assigned ticket to an attendant who will then direct the vehicle to the appropriate loading dock/door.
- The Dock Manager will meet vehicles at the loading doors for anyone requiring access to the show floor in order to off load equipment.