

## Move Out Instructions

**Move out** times can be found on the page following; please note your time slot on the loading dock.

**Tear down begins Sunday at 6:15pm.** Packing up your display before the show closes is a direct breach of contract and will result in a fine.

No dollies or carts are permitted on the show floor until the aisle carpet is completely rolled up. Exhibit take down must stay within your booth parameters and NOT expand into the aisle until the aisle carpet is rolled up adjacent to your booth.

We ask exhibitors to help speed up the process at show conclusion by pulling up the booth number and decals on the aisle carpet in front of your booth.

Dock time is based on **LOADING ONLY**. Your exhibit must be completely taken down prior to vehicle entry.

**Once your booth is completely torn down you must notify the Central Display Service Desk.** They will visually confirm and then allow your vehicle access. There is no waiting in line ahead of time, this holds up everyone else and the city tends to ticket vehicles waiting.

**North Side exhibitors use North West Service Desk**

**South Side exhibitors use South West Service Desk**

Please note which Loading Dock is for your exhibit move out path.

Most displays should be out on Sunday. If you have a big display or are highlighted in pink or orange on the move-out map, come on Monday - **all displays must be out by 2pm.** The loading dock is open from 7:00pm on Sunday until 2:00pm on Monday. Feel free to come during the night – this is the quietest time.

\*Construction waste (e.g. Carpet, wood, bricks, cabinets, etc.) **MUST** be removed from the venue by the exhibitors. Pack out what you pack in!

There will be a Central Display Service Desk located in the North West corner and South West corner during move out for any questions or service. The desk is staffed from 6PM – 10PM on Sunday and 7AM – 2PM on Monday.

Central Display Logistics Co-ordinator: Jesse 204-955-9934 or Nathan 204-228-1315