

MOVE-OUT SCHEDULE & PROCEDURES

DOWNTOWN RALEIGH HOME SHOW

Sunday Show Hours: 10:00AM – 6:00PM

Sunday Move-Out Hours: 6:01PM - 10:00PM

Monday Move-Out Hours: 8:00AM – 12:00PM **MUST BE OUT BY NOON**

Move-Out begins at 6:01pm on Sunday. Please do not break down your booth prior to the close of show as a courtesy to your neighbors and for the safety of attendees. **Please note, all exhibits MUST be moved out completely by 12:00pm on Monday. No exceptions.**

- The rollup doors to the loading dock will not open until all QR codes have been removed from the floor and any aisle carpet is rolled up (if applicable, approximately 45 minutes after the close of the show.) To expedite this process, **in events with aisle carpet please keep all equipment and materials OFF THE CARPET** as you break down your booth.
- Once any aisle carpet is rolled, the loading dock doors will open. **The easiest way to move-out is to avoid the loading dock and show floor altogether** and carry or cart your items to your vehicle (if possible). There are street-level parking spaces and nearby paid lots around the convention center on McDowell St and Cabarrus St. Bring a cart or hand carry items to the consumer elevators/escalators in the exhibit hall and exit to the street from the McDowell/Cabarrus doors. If this is not possible:
- The next easiest way is to breakdown and completely pack your display within your booth space (keeping the aisles clear). Once this is accomplished, visit the Southern Exhibition Services (SES) desk at the front wall of the exhibit hall to obtain a dock pass/wall pass/floor pass. A representative from SES will visually confirm that your exhibit space is ready to go and will issue a dock pass/wall pass/floor pass. **Do not ask for a pass before your booth is completely ready to go.** Large, constructed booths (landscapers, sheds, hot tubs, etc) may ask for a dock pass/floor pass when you have a load ready.
- **Once you have your dock pass, all vehicles report to the Lenoir St Marshaling Lot** (same lot as you reported to at move-in, enter Lenoir St from S McDowell St and look for Home Show Check-In signs and our staff) to be held in the staging lot until dock space or aisle space becomes available. Dock passes/wall passes/floor passes from move-in are not valid for move-out.
- With your cooperation, we will try to conduct a smooth and speedy move-out process. We must take into consideration safety on the show floor, maintain clear city streets, and avoid staging lot and dock traffic congestion. **Please have patience with our staff and other exhibitors. If we all work together, we can make the move-out run as smoothly as possible for everyone!**

If you have any questions, please feel free to visit the SES Service Desk at the front wall of the exhibit hall or the Show Office in room 206 and we will be happy to help you prepare for a successful move-out.

Thank you for participating in the Downtown Raleigh Home Show. We hope it has been a successful business opportunity for you and look forward to seeing you at the next show!