

MOVE-OUT MEMO



Move-Out Reminders

- **Closing Reminders:** At show close (6:00pm Sunday, March 29), event staff and security will clear the Enercare Centre floor of attendees, followed by an announcement confirming the floor is clear. For safety, do not remove artwork from walls until the floor is cleared. Booth dismantling begins at 6:00pm and all exhibits must be out by 11:00pm.
- **Booth dismantle:** Remove screws, signs, Velcro, and tape from walls, and avoid leaving bulk garbage to prevent additional charges. Reuse, remove, and recycle packing materials.
- **Move-out access:** Temporary move-out badges are available at the Main Entrance starting at 6:00pm for additional support without exhibitor badges. Helpers can park for free in Lot 853 from 5:00pm.
- **Safety reminder:** Children under 16, including babies, are not allowed on the show floor during move-out.
- **Flatbed dollies** are available for exhibitors using Option 2. These dollies cannot be taken through the main doors into the Galleria.
- **Art Storage** closes at 8:00pm; items must be picked up before then with a stamped badge scanned upon entry and exit.

Exhibitor Move-Out Options

OPTION 1 | Hand Carry Items Out

1. At 6:00pm, pack up your materials and ensure all screws, signs, Velcro, etc. have been removed from your walls. Hand carry materials to your car (Parking Lot 853, see map on last page). Helpers and Artists may also park in Lot 853 as of 5:00pm for free.
2. When you are fully packed up, an Artist Project staff person in a bright pink vest who is monitoring your aisle will sign off on your space once they've seen that you've removed all screws, mounting hardware, signs and Velcro. **Remain in your booth until the staff person arrives at your booth on their route (the staff are following a pre-determined route and checking in with all booths).**
3. Show dollies **will not** be available for exhibitors who choose to hand carry out of the building.

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OPTION 2 | Dolly from your booth to your vehicle inside the building

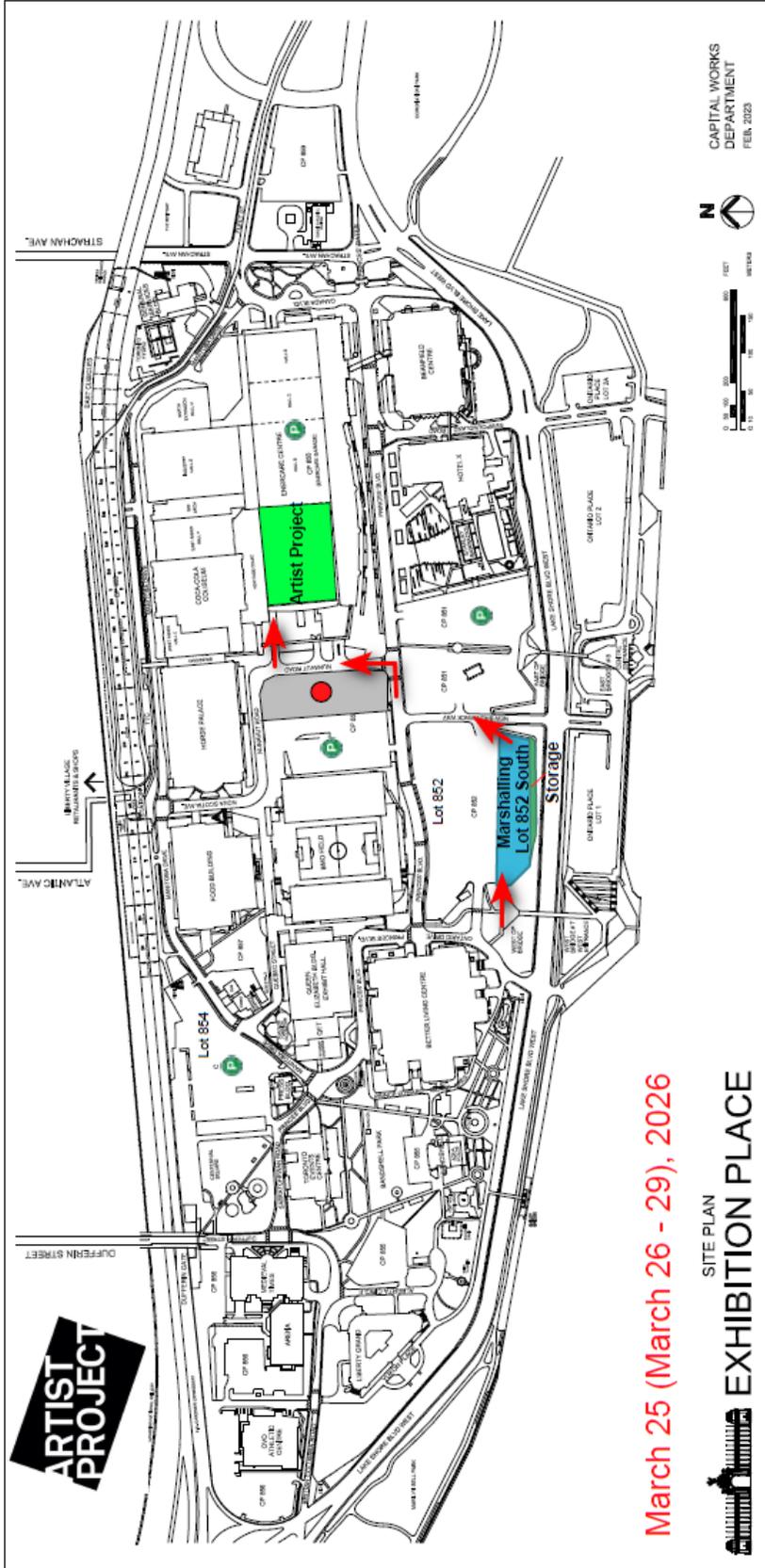
1. At 6:00pm pack up your materials and ensure all screws, signage, velcro, etc. have been removed from your walls.
2. When you are fully packed up, an Artist Project staff person in a bright pink vest who is monitoring your aisle will sign off on your space once they've seen that you've removed all screws, mounting hardware, signs and Velcro. **Remain in your booth until the staff person arrives at your booth on their route (the staff are following a pre-determined route and checking in with all booths).**
3. Artist Project staff will issue you a **Marshalling Yard Access Pass** once they've seen that you are packed and ready to go.
4. Once you've received your Marshalling Yard Access Pass, take it and your vehicle to the **Marshalling Yard (Lot 852 South, see map on next page)** where you'll receive further instructions and will be directed to the next available loading area either inside the venue or at the West Ramp. Note, anyone attempting to enter the Marshalling Yard without an Access Pass will be turned away. One Access Pass per vehicle is required and it must be a hard copy (photos not accepted).
5. Show dollies will only be available to those exhibitors who have gone through the Marshalling Yard **and** have their vehicles inside the venue loading areas. You will receive a Dolly Voucher upon arrival at either of these two areas. Bring the voucher and a piece of I.D. to the Dolly desk to sign out your dolly.

OPTION 3 | Shipping Company Pickup

1. At 6:00pm pack up your materials and ensure all screws, signs, Velcro, etc. have been removed from your walls.
2. When you are fully packed up, an Artist Project staff person in a bright pink vest who is monitoring your aisle will sign off on your space once they've seen that you've removed all screws, mounting hardware, signs or Velcro. **Remain in your booth until the staff person arrives at your booth on their route (the staff are following a pre-determined route and checking in with all booths).**
3. Ensure your crated or boxed items remain inside your booth for pick-up (not in the aisles). All items must be clearly labeled with your company name, address, phone number and the company name you are shipping with. Also, be sure to attach the Bill of Lading on one side.
4. If your shipping company is not able to pick up by **Sunday, March 29 before 11:00pm** please notify Show Management at the Show Office (Salon 105) as soon as possible. Any materials left onsite after 11:00pm Sunday will be shipped back to you at your own expense.

(Marshalling Yard Map on next page)

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March 25 (March 26 - 29), 2026

SITE PLAN EXHIBITION PLACE

ENTER LOT 852 MARSHALLING YARD FROM ONTARIO DRIVE

- Marshalling Yard
- Trailer Storage - March 25 - 29, 2026
- Exhibitor - Parking Lot Only - Move-in - March 25 - March 26 till 2pm & Move-out - March 29 after 5pm
- Exhibitor - Parking Lot - Event Days (Lot 853) - March 26 - 29, 2026
- Public Parking