

MOVE-OUT MEMO



Sunday, April 24, 2022 / 6:00pm – 11:00pm

- Booth dismantle cannot begin until 6:00pm on Sunday. All exhibits and booth materials must be out of the Queen Elizabeth Building by **11:00pm on Sunday, April 24.**
- No children under the age of 16 (including babies) are allowed on the show floor during move-out.
- Please remove screws, mounting hardware and any vinyls or Velcro that you affixed to your walls. Do not leave any tape or bulk garbage on the floor after dismantling your booth or you may incur additional charges. Please make every effort to re-use, remove and recycle your packing materials.
- All exhibitors and their helpers must wear a badge. Temporary move-out badges are available at the Northeast roll-up door or the main entrance as of 6:00pm.
- Art Storage must be cleared by 8:30pm on Sunday April 24.
- **Vehicles will not be allowed to drive into the building to load until the North end of the floor is clear, at approximately 8pm.** Thank you for your patience.

If you plan to move out on your own, please follow these instructions:

OPTION 1 | Hand Carry Items Out

1. At 6:00pm pick up your packing materials and product from the Storage Area.
2. Pack up your materials and hand carry materials to your car (Parking Lot 854, see the purple area on the map on next page). Helpers and Artist may park in Lot 854 as of 5:00pm for free.
3. 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, vinyl 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).**

OPTION 2 | Quebec St. Load Out or Dolly to Booth

1. At 6:00pm pick up your packing materials and product from the Storage Area.
2. Artist Project staff in bright pink vests will be monitoring pre-determined aisle routes and will check in with each booth in numerical order on their route beginning at 6:15pm. They will issue a Marshalling Yard Access Pass to those booths that are packed and ready to go. **It's important that exhibitors remain in their booth and wait for the staff to pass by their booth on their route.** Since staff won't be crisscrossing aisles, the process will help maximize the overall efficiency of distributing the Access Passes.
3. Once you've received your Marshalling Yard Access Pass, take it and your vehicle to the **Marshalling Yard (Parking Lot 857, see map on next page)** where you'll receive further instructions and will be directed to the next available loading area either outside on Quebec St. or inside the venue (inside the venue after 8:00pm). Note, anyone attempting to enter the Marshalling Yard without an Access Pass will be turned away.
4. Show flatbed dollies will be available on a first-come, first-served basis and will only be issued once your vehicle has been processed in the Marshalling Yard and is in the designated loading area. Upon arrival of your vehicle at the Northwest roll-up door you will receive a Dolly Voucher which you can present to the dolly counter staff if you need to borrow a dolly.

(Continued on next page)

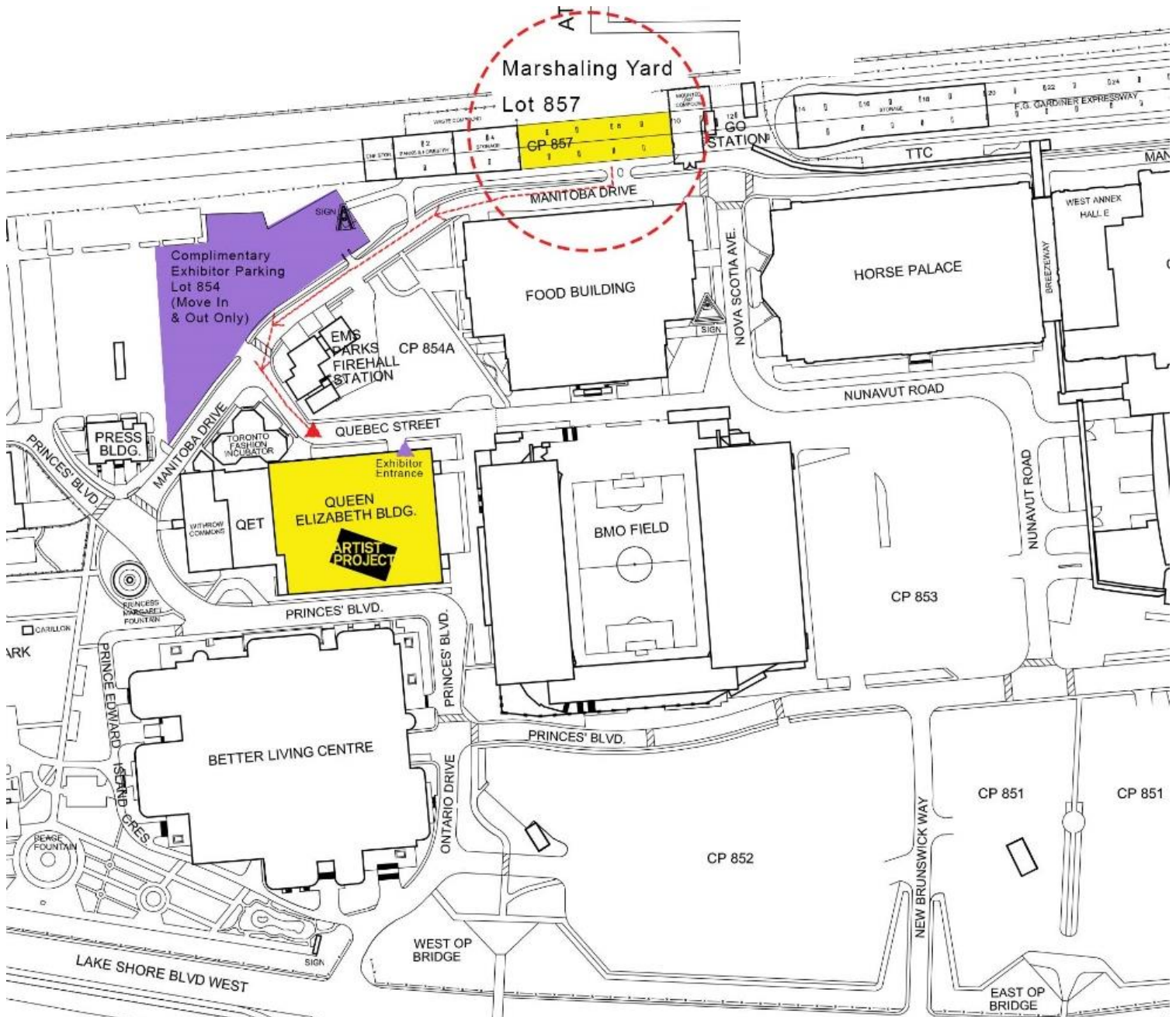
MOVE-OUT MEMO



If you have made arrangements with a shipping company, please follow these instructions:

1. At 6:00pm pick up your packing materials and product from the Art Storage Area (if applicable).
2. Ensure your 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.
3. If your shipping company does not pick up by **Sunday, April 24 before 11:00pm** please notify Show Management at the Info Desk or your product will be removed and shipped back to you at your own expense.

MARSHALLING YARD MAP:



ENTER THE LOT 857 MARSHALLING YARD FROM MANATOBA DR.