

MOVE-OUT MEMO



Sunday, April 16, 2023 / 6:00pm – 11:00pm

- Booth dismantle cannot begin until 6:00pm on Sunday. All exhibits and booth materials must be out of the Better Living Centre by **11:00pm on Sunday, April 16.**
- No children under the age of 16 (including babies) are allowed on the show floor during move-out.
- Please remove nails, screws and any vinyl signs 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 main entrance as of 6:00pm.
- Art Storage must be cleared by 8:30pm on Sunday April 16.

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 (if applicable).
2. Pack up your materials and hand carry materials to your car (Parking Lot 854 or Lot 852 North, see the grey area on the map on next page). Helpers and Artists 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 | Dolly from your booth to your vehicle inside the building or on the West Ramp

1. At 6:00pm pick up your packing materials and product from the Storage Area (if applicable).
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 you a Marshalling Yard Access Pass once they've seen that you are packed and ready to go and that you've removed all screws, mounting hardware, vinyl or Velcro from your booth. **It's important that exhibitors remain in their booth and wait for the staff to pass by their booth on their route.**
3. 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.

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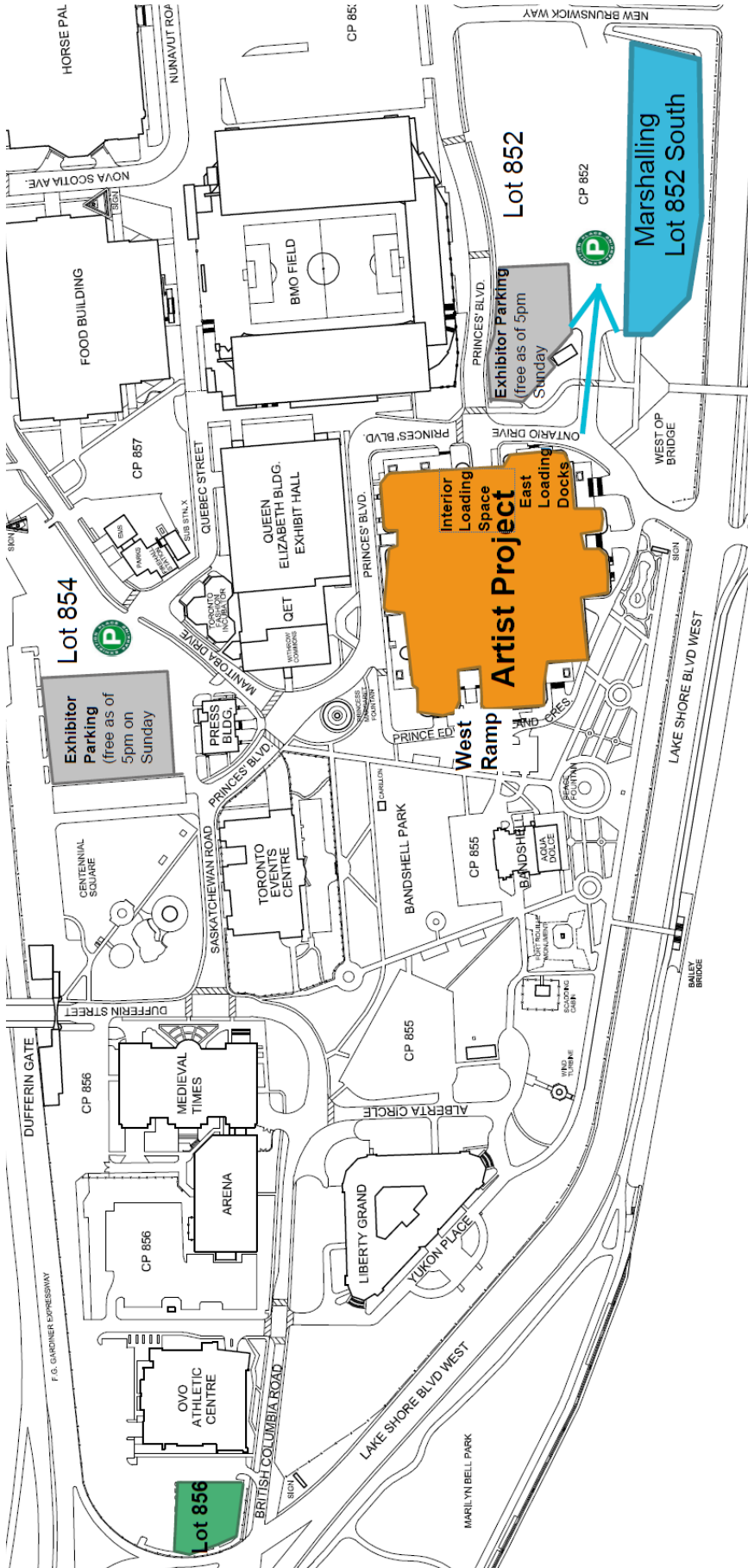
4. The Show's flatbed dollies will be available on a first-come, first-serve basis and will only be issued you're your vehicle has been processed in the Marshalling Yard AND is in the designated loading area. Upon arrival of your vehicle at either the East roll-up door or the West Ramp (the pedestrian door next to booth 201) you will receive a Dolly Voucher which you can present to the dolly counter staff if you need to borrow a dolly.

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. 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).**
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 does not pick up by **Sunday, April 16 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 on next page)

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ENTER LOT 852 MARSHALLING YARD FROM ONTARIO DRIVE