

# MOVE-OUT MEMO



## CLOSING REMINDERS

- At show close (6:00pm Sunday May 11) event staff and security will clear the floor of attendees.
- An announcement will be made to confirm the floor is clear.
- For safety and security - DO NOT remove any artwork from your walls until the floor is cleared.
- If you have any additional support for move-out who do not have an exhibitor badge **they must** proceed to the Main Entrance at 6:00pm to obtain their temporary move-out sticker.
- The fair **must be clear** of attendees before we will approve any exhibitors to bring their vehicles into the loading area for move-out.

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**Sunday, May 11, 2025 / 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, May 11.
- No children under the age of 16 (including babies) are allowed on the show floor during move-out.
- Please remove screws and any 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.
- If you have someone coming to help you pack up on Sunday evening, they can park for free in Lot 854 as of 5:00pm.
- Show flatbed dollies can't be taken out the front doors of the exhibit hall. Dollies will be available for exhibitors who are using Option 2 outlined below.
- Art Storage closes at 8:00pm: be sure to pick up all your items before then. You must wear your designated stamped badge which will be scanned upon entry and exit from the room.

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

## **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 854, see map on last page). Helpers and Artists may also park in Lot 854 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).**

## **OPTION 2 | Dolly from your booth to your vehicle inside the building or on the West Ramp**

1. At 6:00pm pack up your materials and ensure all screws, signage, Velcro, etc. have been removed from your walls.
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, signs or Velcro from your booth. **It's important**

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**that exhibitors remain in their booth and wait for the staff to pass by their booth on their route.**

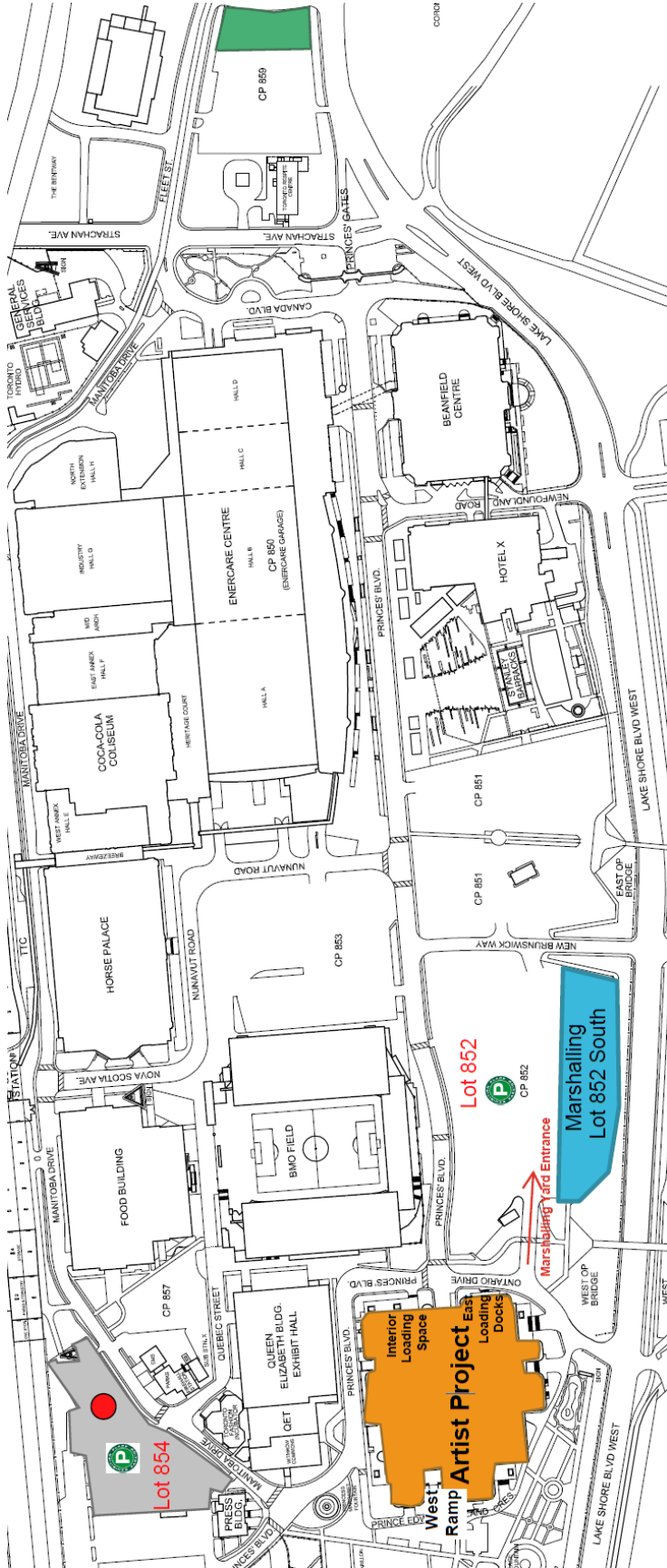
3. Once you've received your Marshalling Yard Access Pass, take it and your vehicle to the **Marshalling Yard (Lot 852 South, see map on next page)** where you'll receive further instructions and will be directed to the next available loading area either inside the venue or at the West Ramp. Note, anyone attempting to enter the Marshalling Yard without an Access Pass will be turned away. One Access Pass per vehicle is required and it must be a hard copy (photos not accepted).
4. Dollies will only be available to those exhibitors who have gone through the Marshalling Yard **and** have their vehicles inside the venue or at the West Ramp. You will receive a Dolly Voucher upon arrival at either of these two areas. Bring the voucher to the Dolly desk adjacent to booth 640 to claim your dolly.

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

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 does not pick up by **Sunday, May 11 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

- Marshalling Yard
- Trailer Storage - May 7 - 11, 2025
- Exhibitor - Parking Lot Only - Move-in & move-out - May 7 - 8, 11th after 5pm
- Exhibitor - Parking Lot - Event Days
- Public Parking