

## Move-out Time

Sunday April 2, 2023 / 5:00pm – 11:59pm

**NOTE**

All exhibitor product and booth materials must be out of Enercare Centre by 12:00 midnight Sunday, April 2, 2023. (This is when our lease is up on the rental of the exhibit halls.) **Vehicles must be checked into the marshalling yard no later than 8:30pm on Sunday evening.** There is no overnight storage for any items to be picked up on Monday, April 3. If your shipper cannot pick up on Sunday night please make arrangements with the official carrier, Stronco Logistics, by visiting the Stronco order desk after 4:00pm Sunday.

**Any product or materials remaining on the floor will be shipped at the exhibitor's expense.**

## Important Notes & Reminders

- **Packing Material Storage:** Please bring all clearly labelled empty boxes and packing materials required for move out to the exhibitor entrance at the East Loading Dock on Saturday, April 1. Staff there will direct you where to leave your boxes.
- **Helper staff parking on Sunday, April 2 after 4:00pm: If you have someone coming to help you pack up on Sunday evening, they can park for free in Lot 851.**
- **For very large trucks arriving early:** Free parking is available on Sunday in Lot 856 on the west side of the OVO Athletic Centre (the entrance is off British Columbia Road across from Yukon Place; no pass is needed). **Vehicles will not be allowed into the actual Marshalling Yard (Lot 852 South) without a Marshalling Yard Access Pass.**
- **Show flatbed dollies can't be taken out the front doors of the show floor. Only hand carried items are permitted through the Galleria (the glass corridor area outside of the exhibit hall).**
- **Exhibitors are not permitted to move any items using the elevators or escalators from the Galleria to the underground parking garage.**
- **No children aged 15 and under are allowed on the show floor during move-out** (this includes babies in snugglies or carriers).
- **Badges MUST be worn at all times** (helper staff will be issued temporary sticker badges upon entry after 5:00pm on Sunday).
- **Exhibitor Product Storage closes at 7:00pm:** Be sure to pick up all your items from the product storage areas. You must wear your designated stamped badge which will be scanned upon entry and exit from the room.
- **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 booth materials.

## Five Move-Out Options

### 1<sup>st</sup> Option

**Valet Service:** This option is for exhibitors who have made prior arrangements to have their items moved to their vehicle by Stronco. If you choose this option, please follow these instructions (note, this service is for personal vehicles only and not trailers or rental trucks):

1. Before the show closes on Sunday at 5:00pm, you will receive a valet pass from Show staff.
2. **Valet service begins at 6:00pm.**
3. When your booth is packed and ready to go, please call the number on your Valet pass then take your Valet pass and your vehicle to the loading door listed on your pass. Present your pass to staff to receive further instructions.

### 2<sup>nd</sup> Option

**Shipping Company Pick-Up:** This option is for exhibitors who have made prior arrangements to have their items picked up by a shipping company. If you choose this option, please follow these instructions:

1. At 5:00pm pack up your booth.

2. Please ensure your items remain **inside** your booth for pick-up - do not leave anything in the middle of the aisles. All of your items must be clearly labelled with your company name, address and the company you are shipping with.
3. Please clearly label on all 4 sides with appropriate packing labels.

**NOTE**

4. **Your shipper must have checked in with the East Gate marshalling staff by 8:00pm on Sunday** or your freight will be considered forced (your booth will be shipped to the Stronco Warehouse at your expense). If your shipper can't pick up on Sunday night please make arrangements with the official carrier, Stronco Logistics, by visiting the Stronco order desk after 4:00pm Sunday.

### 3<sup>rd</sup> Option

**Dolly to Booth - Hall A:** Use of Hall A is on a first come first serve basis. If you choose this option, please follow these instructions:

1. At 5:00pm you can pick up your packing materials if you have stored them in the Product Storage Area or Empty Box/Crate Storage Area.
2. **To make the process of issuing Marshalling Yard Access Passes as seamless and as fast as possible, One Of A Kind Staff will be monitoring pre-determined aisle routes and will check in with each booth in order on their route beginning at 5:15pm. They will issue a Marshalling Yard Access Pass to those booths that are packed and ready to go. It's important exhibitors remain in their booth and wait for the staff to pass by their booth on their route.** Since staff won't be criss-crossing aisles the process will help maximize the overall efficiency of distributing the Access Passes!
3. Once you have your Marshalling Yard Access Pass, take it and your vehicle into the Marshalling Yard where you'll receive further instructions and be directed to the next available loading area.
4. Dollies will only be available to those exhibitors who have gone through the Marshalling Yard **and** have their vehicles in the loading area. You will receive a Dolly Voucher upon arrival at the loading area. Bring the voucher to the Dolly desk inside Hall A to claim your dolly. Dollies are limited and made available to those in the loading area to aid with a quick and efficient move-out.

### 4<sup>th</sup> Option

**Use a Loading Dock:** If you have a vehicle that requires the use of a loading dock, they will be available on a first come, first serve basis once you are packed up and ready to go. Please follow these instructions:

1. At 5:00pm you can pick up your packing materials if you have stored them in the Product Storage Area or Empty Box/Crate Storage Area.
2. **To make the process of issuing Marshalling Yard Access Passes as seamless and as fast as possible, One Of A Kind Staff will be monitoring pre-determined aisle routes and will check in with each booth in order on their route beginning at 5:15pm. 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 criss-crossing aisles the process will help maximize the overall efficiency of distributing the Access Passes!
3. Once you have your Marshalling Yard Access Pass, take it and your vehicle into the Marshalling Yard where you'll receive further instructions and be directed to the next available loading area.
4. Dollies will only be available to those exhibitors who have gone through the Marshalling Yard **and** have their vehicles in the loading area. You will receive a Dolly Voucher upon arrival at the loading area. Bring the voucher to the Dolly desk inside Door 20 at the north end of aisle L to claim your dolly. Dollies are limited and made available to those in the loading area to aid with a quick and efficient move-out.

### 5<sup>th</sup> and Slowest Option

**Drive to Your Booth:** **All exhibitor drive-to-booth vehicles must be checked into the marshalling yard no later than 8:30pm.** Choose this option if you cannot do any of the other options. **No vehicles will be allowed onto the show floor before 9:00pm at the earliest** and only one vehicle per aisle will be allowed. This is the slowest option available to exhibitors. If you choose this option, please follow these instructions:

1. At 5:00pm you can pick up your packing materials if you stored them in the Product Storage Area or Empty Box/Crate Storage Area.
2. **To make the process of issuing Marshalling Yard Access Passes as seamless and as fast as possible, One Of A Kind Staff will be monitoring pre-determined aisle routes and will check in with each booth in order on their route beginning at 5:15pm. 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 criss-crossing aisles the process will help maximize the overall efficiency of distributing the Access Passes!
3. Next, move your car into the Marshalling Yard and show your Access Pass to the staff there to receive further instructions. You will then be sent to the East Gate and onto the show floor once there is a clear path to your booth. This will not be before 9:00pm.
4. You will be met at roll-up Door #20 and escorted to your booth. When you are ready to leave, ask for assistance from the One Of A Kind Show staff in navigating out of the building. Please do not try to drive to or from your booth without assistance from the One Of A Kind Show staff. You must always have a clear and safe route when driving in the building. All precautions must be taken to avoid any accidents.

No exhibitor parking in Lot 852 South on Sunday, April 2.  
No access to the Marshalling Yard. Vehicles will only be admitted into the Marshalling Yard with a Marshalling Yard Access Pass which exhibitors will receive from Ooak staff on Sunday evening once their booth is packed up.

Cube trucks and trailers arriving on Sunday, April 2 can park for free in Lot 858. Be sure not to block in any vehicles when parking!

Exhibitor helper staff free parking after 4pm on Sunday, April 2 in Lot 851.

