

## Move-out Time

Sunday December 4, 2022 / 6:00pm – 11:59pm

**NOTE**

All booth dismantling and packing **MUST** be completed by Sunday night. **ALL** exhibitor product and booth materials must be out of the exhibit hall by 11:59pm on Sunday, December 4 (the only exception is for wrapped and clearly labelled pallets or crates being picked up by pre-arranged shipping companies on Monday, December 5 before 12noon).

**Note: all exhibitor vehicles must be checked into the marshalling yard no later than 9:30pm Sunday night.**

## 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 West Loading Dock on Saturday, December 3. Staff there will direct you where to leave your boxes.
- **No access to Parking Lots 859 on Sunday, December 4 for daytime parking:** The Gore Lot / Lot 859 at Fleet St. & Strachan Ave. will **NOT** be open for parking during the day on Sunday, December 4. Exhibitors with parking passes should park in Lot 858 on Sunday, December 4.
- **Helper parking on Sunday, December 4 after 5:00pm: If you have someone coming to help you pack up on Sunday evening, they can park for free in Lot 851.**
- **For larger trucks arriving early:** Free parking is available on Sunday in Lot 856 on the west side of the OVO Athletic Centre (see map; 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 (Gore Lot 859) 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 should be taken out through the Galleria area of the Enercare Centre.**
- **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 strollers or carriers).
- **Badges MUST be worn at all times** (helper staff will be issued temporary badges upon entry after 6:00pm on Sunday).
- **Exhibitor Product Storage closes at 8:00pm:** 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 6:00pm, you will receive a valet pass from Show staff.
2. **Valet service begins at 7:00pm.**
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 6:00pm pack up your booth.

2. Please ensure your items remain **inside or next to** 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.
4. **If your shipping company does not pick up by 12:00pm on Monday, December 5, your booth will be shipped back to you collect.**

### **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 6:00pm 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 6:15pm. 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 6:00pm 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 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 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 9:30pm.** Choose this option if you cannot do any of the other options. **No vehicles will be allowed onto the show floor before 10:00pm 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 6:00pm 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 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 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 10:00pm.
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.

Exhibitor helper staff free parking after 5pm on Sunday, Dec. 4 in Lots 851 and 853.

Cube trucks and trailers arriving on Sunday, Dec. 4 can park for free in Lot 858. Be sure not to block in any vehicles when parking!

No exhibitor parking in Lot 859 on Sunday, Dec. 4. 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.

