

Move-out Time

Sunday December 1, 2024 / 5:00pm – 11:59pm

NOTE

All booth dismantling and packing **MUST** be completed Sunday night. ALL exhibitor product and booth materials must be out of the exhibit hall by 11:59pm on Sunday, December 1 (the only exception is for wrapped and clearly labelled pallets or crates being picked up by pre-arranged shipping companies on Monday, December 2 before 12noon). Any materials remaining in the exhibit hall after 12noon will be sent to Stronco for the exhibitor to collect at their own expense.

Note: all exhibitor vehicles must be checked into the marshalling yard no later than 8:30pm 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 East Loading Dock prior to show opening on Saturday, November 30. Staff there will direct you where to leave your boxes.
- **Helper parking on Sunday, December 1 after 4:00pm: If you have someone coming to help you pack up on Sunday evening, they can park for free in Lot 851 or Lot 853.**
- **For larger 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.
- **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 snugglies, strollers or carriers).
- **Badges MUST be worn at all times** (helper staff will be issued temporary 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

1st Option

Valet Service: This option is for exhibitors who have made prior arrangements to have their items moved to their vehicle by Stronco. This service includes the assistance of one (1) Stronco crew to assist in loading your vehicle. If you choose this option, please follow these instructions (note, this service is for small personal size 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 fully 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.

2nd 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 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 2, your booth will be shipped back to Stronco for you to collect at your own expense.**

3rd 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 Empty Box/Crate Storage Area in Hall A.
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 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.

4th 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 N 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.

5th and Slowest Option

Drive to Your Booth: **Exhibitor must be fully packed and 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 8:30pm 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 8:30pm.

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.
5. Reminder: ALL vehicles must be fully packed and removed from the building by 11:59pm, Sunday. Please bring appropriate move-out support to ensure this occurs.

Cube trucks and trailers arriving on Sunday, Dec. 1 can park for free in Lot 859. Be sure not to block in any vehicles when parking!

Exhibitor helper staff free parking after 4pm on Sunday, Dec. 1 in Lots 851 and 853.

