

## **Move-Out Information 2019**

*Thank you for being a part of The Royal. We hope to see you next year!*

- Booths must remain open and stocked for customers until 6:00PM on Sunday November 10<sup>th</sup>, 2019. Early Pack-up is automatic grounds for Non-Renewal.
- Your booths can be packed up after 6:00PM but nothing can be removed from your booth until the aisle way carpets have been rolled up. Please keep aisles clear during this period. No Exceptions. This is expected to take until 9:00 PM.
- Lange Services **will not** release dollies until the carpets have been removed.
- Vehicles will not be permitted inside the Enercare Centre until after 9pm (minimum). This policy will be strictly enforced by security at all entrances and exits. Floor Managers will be issuing time specific access passes for those **completely packed and ready** that need to drive in for the final pick-up, providing their booth area is deemed safe for vehicles. Only those issued a pass will be permitted into the building with their vehicle. These passes will be shown to security at the East and West Loading Docks
- For Larger exhibits, Trailers and booths in busy aisles, and those unable to stay Sunday, please ensure all items are stored in a safe and secure way , and arrive early Monday (unless you have been given a specific time) to complete move-out on Monday November 11<sup>th</sup> 2019 .
- No exhibitor is permitted to move-out through the Galleria Hallway or Heritage Court doors of the Enercare Centre. Escalators will be turned off and exhibitors are asked to respect this request as moving in and out from the hall may cause damages. Move-out will be permitted through the loading docks ONLY.
- Your entire booth must be dismantled and removed from the facility no later than, Monday November 11<sup>th</sup>, 2019 at 11:00am.
- Please ensure that you remove all belongings, including carpet tape. Any items that remain on the show floor after this deadline will be moved or discarded at the exhibitor's expense.

### **Renewal Agreements**

- We no longer issue hard (paper) copies of renewal agreements.
- All Agreements will be issued by email to the contract holders.
- Booth grading along with the move-out process will be reviewed before granting booth renewal. Further questions can be addressed individually if they require more specific information.