

## Move-Out Information

- Booths must remain open and stocked for customers until 6:00PM on Closing Sunday. Early Pack-up is not permitted.
- The Ministry of Labour has deemed Exhibition Place a “construction site” for the duration of the move-out of the Royal. \*
- Disregard for any Move-Out guidelines set out at any time by The Royal is considered a Zero Tolerance Infraction (non-renewal for future events).

\*RAWF provides clear instructions /guidelines in multiple formats over multiple occasions for Move-In and Move-Out. The heightened safety to all on the “construction site” is of utmost importance, and our top priority.

- Dollies **will not** be released until the carpets have been rolled up starting in Hall A (8pm approx.). From 6pm – 8pm pack up within your booth space. If you require a dolly: **ONLY when your booth is fully packed and ready for transport will you receive a management signed Dolly Release pass.**
- Vehicles will not be permitted inside the Enercare Centre until **after 10pm (minimum)**. This policy will be strictly enforced by security and floor management at all entrances and exits.
- Floor Managers will be issuing time specific access passes, colour coded for either East or West loading docks. Floor Managers must establish that you are fully packed and ready to load into a vehicle. Only those issued a pass will be permitted into the building with their vehicle. These passes will be shown at East or West docks to access the building.
- Large Trucks and Transports will not be permitted to drive into the building until Monday, 7am and /or when it has been deemed safe to do so.
- 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.

**Any Further information geared to a specific year, will be issued 3 days prior closing Sunday.**