



FALL 2019 MOVE-IN AND MOVE-OUT SCHEDULE

Move-in dates and times

Loading docks are open, shipments are received, material handling and show services are available:

Thursday, August 22	8:00 a.m. – 5:00 p.m.
Friday, August 23	8:00 a.m. – 5:30 p.m.
Saturday, August 24	8:00 a.m. – 1:00 p.m.

Exhibitors can work in their booths during these times:

Thursday, August 22	8:00 a.m. – 7:00 p.m.
Friday, August 22	8:00 a.m. – 9:00 p.m.
Saturday, August 24	8:00 a.m. – 1:00 p.m.

All exhibitors must vacate the building at 1:00 p.m. on Saturday, August 24 to allow show management to prepare the facility for opening on Sunday (no exceptions)

IMPORTANT! On Saturday, August 24, material handling will end at 1:00 p.m., at which time all buildings must be vacated. No dollies will be allowed on the show floor after this time.

NO CHILDREN ON SHOW FLOOR - No persons under the age of sixteen (16) years are permitted on the show floor, under any circumstances.

Move-out Dates & Hours

Wednesday, August 28	1:30 p.m. – 11:00 p.m.
Thursday, August 29	8:00 a.m. – 4:00 p.m.

Move out commences after the aisle carpet has been rolled up. Crates, boxes and packing material must not be removed from the storage and loading areas until show closing. No exhibitors are permitted in storage and loading areas.

Permanent or temporary staff coming to the show to assist exhibitors with dismantling and packing will not be allowed in until after show closing. Please advise your staff of this regulation.

Security guards will be on duty, but neither Show Management nor Edmonton Expo Centre will accept responsibility or liability for loss or damage to merchandise or display materials. Exhibitors are advised to pack and remove valuable merchandise immediately after show closing.

Exhibitors are responsible for their own move out. Please notify the carrier well in advance. All shipments should be clearly labelled with the name of the carrier and the destination.

Security precautions will be taken by Show Management. However, the official material handlers and the official carrier accept no responsibility for the loss of or damage to any article or merchandise during move in or move out.

Please ensure that you have dismantled your exhibit and made arrangements with your shipping company to remove your goods from the floor by 4:00 p.m. on Thursday, August 29. It is your responsibility to make the necessary pick-up arrangements with your carrier and confirm with them that it will be picked up prior to the deadline. Any goods remaining after the deadline will be removed at your expense by the official show carrier.

Exhibitors using non-official carriers, who have multiple shipments, including shipments going to other shows, will be loaded, Thursday, August 29 starting at 4:00 p.m.

Produced by

