




MOVE-OUT PROCEDURE AT EXHIBITION CLOSE

- **Wait** for aisle carpeting to be removed by the official show contractor and for Centre staff to deliver the empty containers to the booths.
- **Pack up** the exhibition materials.
- **Follow** the instructions below according to the chosen option:

 OFFICIAL CARRIER	 CARRIER DESIGNATED BY THE EXHIBITOR	 EXHIBITOR'S VEHICLE
<ul style="list-style-type: none"> • Obtain the bill of lading (waybill) and shipping labels in advance from the representative of the official carrier. • Attach the shipping labels to all numbered packages (e.g. 1 of 2, 2 of 2). Include the booth number and a mobile phone number. • Place the bill of lading on top of the package placed in front of the booth. The representative from the official carrier will validate the bill of lading. The Centre staff will then handle the package. 	<ul style="list-style-type: none"> • Call the designated carrier in advance of move-out and request pickup on the same day, before the move-out deadline. • Attach the shipping labels to all numbered packages (e.g. 1 of 2, 2 of 2). Include the booth number and a mobile phone number. • Place the bill of lading on top of the packages placed in front of front of your booth. • Give a copy of the bill of lading to the dock master. The Centre staff will then handle the package. <p>Important :</p> <ul style="list-style-type: none"> • Any package not retrieved by the designated carrier before the move-out deadline will be handled by the official carrier at the exhibitor's expense. • The Centre staff is not authorized to complete the bill of lading or to call the designated carrier on behalf of the exhibitor. • For shipments outside Canada: a commercial invoice in 3 copies, prepared by the exhibitor, must be attached to the bill of lading; otherwise, pickup will be refused by the designated carrier. 	<ul style="list-style-type: none"> • Transport all packages (not just some) to the loading dock. • At loading dock request a coupon from the dock master, ensuring that all packages are on the dock. • Go retrieve the vehicle. • Line-up at the entrance to the loading dock and give the coupon to the traffic attendant. • Park the vehicle and load it quickly in order to free the dock for another exhibitor. <p>Important :</p> <ul style="list-style-type: none"> • Any package not retrieved by the designated carrier before the move-out deadline will be handled by the official carrier at the exhibitor's expense.