



MOVE-OUT PROCEDURES

*Thank you for participating in the Canadian Pool & Spa Conference & Expo
In order to facilitate an orderly move-out and to minimize congestion and waiting times for vehicles the
following procedures will be in place.*

THE SHOW WILL CLOSE AT 1:00 PM ON THURSDAY DECEMBER 5, 2019

PLEASE DO NOT DISMANTLE YOUR BOOTH BEFORE THE SHOW HAS CLOSED

The decorator will need about 30 – 45 min to roll up the carpet at the conclusion of the show. Please do not place any cartons or containers in the aisle until the carpet has been removed.

Empty crates and dollies will not be released until all the carpet has been rolled up.

Vehicles **will not** be permitted to park in the loading area while they dismantle and/or pack their exhibit. Please park in the designated parking areas.

WHEN YOU ARE READY TO LOAD YOUR SHIPMENT

When your exhibit is completely dismantled and packed, please contact a Lange representative in the loading area or at the Service Desk. They will notify the Marshall to allow your vehicle access according to the following **VEHICLE ACCESS TIMES**.

1:30 pm – 5:00 pm	<i>only cars, station wagons, panel vans and cube vans</i>
2:30 pm - 6:00 pm	<i>5-ton trucks (plus above)</i>
4:00 pm – 6:00 pm	<i>tractor-trailers (plus above)</i>
4:00 pm – 6:00 pm	<i>large fibre glass pools</i>

If you wish to make or confirm transport arrangements with Lange Transportation, their service desk is located in the loading dock area. Any material remaining after 8:00 pm will be removed by LANGE at the Exhibitors expense and liability.

PLEASE BE REMINDED THAT THE FOLLOWING IS NOT PERMITTED DURING MOVE-OUT

- Movement of freight through any glass doors within the Scotiabank Convention Centre (hand-carry items only in these areas).
- Pedestrian traffic on the truck route.

**PLEASE NOTE THAT ALL MATERIALS MUST BE REMOVED FROM THE FACILITY
BY 6:00 PM - - NO EXCEPTIONS!**