



2018 CPMA Annual Convention & Trade Show Exhibitor Move-Out Notice

The 2018 93rd CPMA Annual Convention & Trade Show exhibit hall will officially close **Thursday, April 26 at 4:30pm**. In order for the move-out to run as smoothly and efficiently as possible, we ask you to make note of the following information which will help you schedule your activities accordingly.

AISLE CARPET: Removal of the aisle carpet will start at 4:30pm and should be completed by 5:30pm. **Please keep aisles free of booth materials and produce until all the aisle carpet is removed.**

DISMANTLE LABOUR: Please confirm your move-out labour at the GES Service Desk by 2pm on Thursday, April 26, 2018.

FOOD BANK: Volunteer staff will start collecting donated produce from your booth as soon as the aisle carpet is removed. Please be sure to label your products for donation using the **pink** Food Bank labels available at the GES Exhibitor Services Desk. Please be sure to keep your donated product in your booth space for collection and not in the aisle. To ensure additional disposal costs are not incurred, please ensure the produce you are leaving for donation is worthy of donating.

GES LOGISTICS: If you have not made shipping arrangements, please visit the GES Exhibitor Services Desk prior to move-out and a representative from GES Logistics will be available to assist you with your outbound shipment.

SHIPPING & MATERIAL HANDLING:

Empty Crate Return

Empty crate returns will begin as soon as all the aisle carpet has been removed. We ask your assistance by keeping the aisles free of material until the aisle carpet has been cleared. **Crate returns may take up to 5 hours to be completed.**

Outbound Freight

All vehicles must check-in at the Marshalling Yard no later than 10am on Friday, April 27, 2018.

To ensure the smooth and secure move-out of your freight, please visit the GES Exhibitor Services Desk to pick-up an **Outbound Bill of Lading (BOL)** form to complete. Outbound BOL's **MUST** be completed for your materials to be loaded onto your carrier or your goods will not be released from the show floor. Completed BOL's should be returned to the GES Freight Desk located at the loading dock once your materials are packed up and ready to go. Please do not leave your completed bill of lading in your booth. This process helps to ensure the control and security of your freight during the move-out. Once your completed BOL is received at the GES Freight Desk and a dock is available, your vehicle will be directed to the loading docks.

All exhibits and material must be removed by Friday, April 27 by 2:00 pm. Please ensure you have made arrangements with your shipper to remove your goods from the floor before this time. All material left on the floor past 2:00pm will be deemed as "stranded freight" and will be removed by the official carrier at the exhibitor's expense. No liability will be assumed by GES as a result of such re-routing or handling.

HAND CARRIED ITEMS: *May be taken out the front of the hall if you are loading into a POV (personally owned vehicle) which is no larger than a pick up.* Anything larger than a POV must be directed to check-in at the holding lot to wait for an available loading dock. POVs to be directed to Waterfront Road once booths are packed and ready to go. 10 minute loading time on Waterfront Road (use discretion), someone must remain with the car at all times. One point of Entry and Exit only via Waterfront Road.

HEALTH AND SAFETY:

- The facility is a smoke free environment. Smoking is restricted to outside only at the back of the facility.
- Per the Ministry of Labour, children under 16 years are NOT permitted on the show floor during tear down/move out.
- Please also note that as per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear down and move out activity is taking place.
- To ensure your safety, exhibitors will not be allowed in the crate storage area. Please do not stand on furniture to dismantle your exhibit. Be aware, watch for forklifts and moving vehicles. Do not leave valuable items unattended in your booth. Please report all safety hazards immediately.