



MOVE IN/ MOVE OUT SCHEDULE

MOVE-IN

**Wednesday, March 5th
(By Appointment Only)
8:00am – 10:00am**

**Thursday, March 6th
(General Exhibitor Move In)
8:00am – 8:00pm**

Bulk Exhibitors appointed schedule time from Show Manager

- All Exhibits **must** be complete by **Thursday, March 6th**.
- Exhibitors may set up their display after 6:00pm Thursday, March 6th, however, please note that move-in doors will close at 5:00pm. Unloading after 5:00pm will be from the move-in door to your booth via dollies or carts.
- Aisle carpets will be laid at 5:30pm Thursday. Absolutely no dollies will be permitted on the show floor after that time.
- All freight must be shipped to the facility between Wednesday, March 5th & Thursday, March 6th (9:00am – 5:00pm)
- Please contact **Bryan Burns** at bryanb@mpeshows.com to make arrangements if you require Friday, March 7th to setup your display.

MOVE-OUT

Sunday, March 9th 5:00pm – 12:00 Midnight

IMPORTANT NOTICES

- Exhibitors will not dismantle, pack, or remove any part of their display until after the 5:00pm show closing.
- To accommodate the take-up and removal of aisle carpet, vehicles will not be allowed to access or leave the TRADEX for approximately 45 minutes. Please plan accordingly.
- If freight is still on the show floor Monday at 10:00am, Show Management reserves the right to ship your freight with the Official Show Carrier (Armour/ Beyond Borders Logistics & Consulting Inc.) with all costs being billed to the Exhibitor.