

# OTTAWA-GATINEAU GOLF EXPO

## MOVE-IN / MOVE-OUT INFORMATION

### Move-In

Thursday March 7<sup>th</sup> 2019 2:00 PM– **7:00 PM**

Ernst & Young Centre (formerly the CE Centre)  
4899 Uplands Drive, Hall 2  
Ottawa, ON K1V 1J9  
Canada

Deliveries to the facility will be accepted from 8 am Thursday March 7<sup>th</sup> 2019. Please be sure to include your Company Name **AND** booth # on the packaging.

Ottawa Gatineau Golf Expo 2019  
Company Name  
Booth #  
C/O Décor Experts  
EY Centre  
4899 Uplands Drive, Hall 2  
Ottawa ON K1V 1J9

All vehicles should be unloaded immediately, at the freight entrance at the rear of the building, then moved out to the parking lot. The only vehicles allowed on the show floor are those that form part of an exhibit, no delivery vehicles may be taken on to the show floor, unless previously arranged with show management.

NOTE: This facility can accommodate eight truck level bays.

**All material handling will cease at 6:00 p.m on Thursday March 7<sup>th</sup>**

Hand carried merchandise ONLY is permitted to be brought on to the exhibit floor  
on Friday March 8<sup>th</sup> between 7:00 AM – 10:00 AM.

Any moving of merchandise/equipment during show hours, without the approval of Show Management, is prohibited.

**All displays must be completed by 11:00 AM, Friday, March 8<sup>th</sup>**

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## Move-Out

**No removal of exhibit material is permitted before the aisle carpets have been removed.** This will be accomplished by 5:30 p.m., Saturday, March 9<sup>th</sup>, 2019. Exhibitors are urged to remove small cartons and open cases or products from the building immediately after the start of Move-Out. All products and displays must be removed via the drive-in doors. While Show Management will take all reasonable security precautions to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

All crates, crating materials, equipment and containers and exhibits must be out of the building by 10:00 PM, Saturday March 9<sup>th</sup>

**NOTE: THERE IS NO OVERNIGHT STORAGE AVAILABLE AT THIS FACILITY. ANY ITEMS LEFT AFTER THAT TIME WILL BE CLASSIFIED AS STRANDED FREIGHT , REMOVED AND STORED IN THE WAREHOUSE OF THE OFFICIAL SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.**