



New for 2019! **One-Night Move-Out** New Move-Out Procedures

CanWest will be implementing a **One-Night Move-Out** this year. Over the past few years, we have noticed that nearly 70% of all booths have cleared out within six hours after the close of the show.

By moving to a **One-Night Move-Out**, CanWest will save money on facility rental, staffing, forklift rental and driver costs. (Another show will also be moving in the next day, making a One-Night Move-Out especially urgent this year.)

We kindly ask all exhibitors to ensure all booth material is physically removed from Tradex on **Thursday, Sept. 26** by **12:00 midnight**. The show will close at **4:00 p.m.** to allow for the extra time you may need to pack up. Extra forklifts will be on the show floor to help load your material for removal.

Shipping with a Carrier such as FedEx or Purolator?

...and they can't pick up until the next morning?

Don't worry! It's okay as long as you have all the proper paperwork for the courier, and your booth is completely packed up, placed on a pallet and ready for pickup by **12:00 midnight**. (We will provide pallets if you need one.)

There will be a small designated area for next-day pickups. Couriers will have until **12:00 noon** on **Friday, Sept. 27** to pick up your booth material. Please ask the courier to pick up from this area by **11:00 a.m. at the latest** to ensure they do not miss the 12:00 noon pickup deadline and forklift service (if required.)

Support staff from Tradex will be on site to facilitate these pickups from **7:00 a.m. until 12:00 noon**.

Selling Your Booth?

Please make sure that you have advised the buyer that all booth contents need to be taken away on Thursday, Sept. 26.

Important Note from Tradex

Please note that Tradex will charge a rental fee of **\$75/pallet per day** for any booth material **not** picked up after **12:00 noon** on **Friday, Sept. 27**.

Questions?

Please inform the show staff if you have any questions or concerns with your booth and the One-Night Move-Out. While we know most exhibitors will find this an easy task, it may be challenging for some. We will do our best to accommodate.

CanWest Staff Contacts

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