

# Move-Out Instructions

**\*\*Reading this in its entirety will assist you in moving out as efficiently as possible\*\***

Displays must remain staffed and are not permitted to begin breakdown until 6pm on Sunday.

At Show close, aisle carpet must be removed before empty crates and vehicle admittance can begin. This will take approximately a minimum of one hour (7pm).

**All vehicles must enter the loading dock through the Ohio Avenue & Bacharach Boulevard ramp.**

**Vehicles are not permitted to enter the loading docks via the exit ramp (expressway side of the building).**

**Shipping:** If you are shipping display materials / products from the Convention Center visit the Vista service desk, in the pre-function area prior to move out, and complete a bill-of-lading (BOL).

All shipments and/or display material not picked up by noon on Tuesday, March 5 will be forced on an alternative carrier at the shipper's expense.

## **In-Line Booth Exhibitors:**

**All in-line booths must move-out on Sunday, March 3**

- Entry to the loading docks will be based on accessibility to your space.
- You must pack your display prior to proceeding to the loading docks.
- You will not be permitted access to the loading docks until your display is packed and ready to load out.

## **Boat & Bulk Space Exhibitors:**

[Click Here for Boat & Large Bulk Move-Out Schedule](#)

Boats that do not require handling by show staff are permitted to leave on Sunday when accessibility permits, and aisle carpet is removed. All electric power to boats and exhibits will be shut down at 6PM on Sunday. Please make sure that all equipment is powered off prior to 6PM to avoid any damage.

Our lease requires us to vacate the convention center by 3pm on Tuesday, March 5.

Ohio Staging Lot is not available for staging boats or trailers during move out.

Fairmount Staging Lot- you can access your empty trailers stored in this lot during the hours listed below. You are not permitted to stage boats in this lot.

Fairmount Lot Hours:

3/3: 5p-9p

3/4: 7:30a-5p

3/5: 7:30a-2p

Thanks in advance for your help and cooperation.