



## MOVE-IN / MOVE-OUT SCHEDULE

**NEW: WHEN YOU ARRIVE FOR MOVE-IN PLEASE CHECK IN WITH SHOW PERSONNEL BEFORE SETTING UP.**

### MOVE-IN

**Wednesday, March 12** (By Appointment Only)

**Thursday, March 13 8:00am – 7:00pm** (General Move In)

Booth Move- In will be scheduled depending on location.

- All exhibits **must** be complete by **Thursday, March 13**. Aisle carpets will be laid at 6pm Thursday. Absolutely no dollies will be permitted on the show floor after that time.
- All freight must be shipped to the facility **Wednesday, March 12**.
- Please contact Pat Steeves at [PatS@mpeshows.com](mailto:PatS@mpeshows.com) or 1-888-454-7469/1-506-649-0024 to make arrangements. Please contact our Show Manager to make arrangements.

### MOVE-OUT

**Sunday, March 16 4:00pm- 12 Midnight**

#### Important Notices

- If freight is still on the show floor Sunday at 10pm, 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.
- **No exhibit maybe be removed** in part or in whole prior to the close of the show at 4pm, Sunday, March 16. **Please do not place anything in the aisle until the aisle carpet has been removed.**