

DISMANTLING BULLETIN

CMTS will close at 4:00 p.m. on Thursday, October 1.

The move-out schedule is as follows:

Thursday, October 1	4:00 p.m. - 10:00 p.m.
Friday, October 2	8:00 a.m. - 4:00 p.m.
Saturday, October 3	8:00 a.m. - 4:00 p.m.

(All exhibits except Heavy Machinery must be removed by 12:00 pm on Friday, Oct. 2. Heavy Machinery – By Appointment Only until 4:00 pm)

All “non heavy equipment” carriers must check in at The International Centre / GES marshalling yard by Friday, October 2 at 10:00am.

If you require assistance and/or further arrangements for move-out, please visit the GES Exhibitor Service Centre.

If your outside carrier doesn't check-in prior to these noted times, GES will re-route the shipment via the most convenient manner at the exhibitor's cost.

CRATES AND CARTONS

The empty return will begin after all aisle carpet has been removed - which is usually one hour after the close of the show. Please do not place items in the aisles during this time, to avoid delays. The return process takes 4-6 hours and will continue until all are returned on Thursday, October 1. **PLEASE DO NOT TIP;** doing so will not speed-up the return of the crates. If your dismantling plans require empty crates or cartons, please take this possible delay into consideration when ordering labor.

SKIDS AND MACHINERY CRATES

The rigging crew that un-crate/un-skid your machinery during installation, will also remove and deliver your empty machinery crates/skids to a designated storage area. When checking your crew out at the completion of erecting your booth, please be sure to also complete a dismantling order for re-crating/re-skidding your machinery at the end of the show. By scheduling your crew for the break of the show, the rigging crew can go to the storage area, pick-up your machinery crates/skids and return them to your booth.

NOTE: You can **immediately** begin to re-skid/re-crate without waiting for the return of any or all of the empty crates/skids.

HAND CARRIED ARTICLES & PACKAGES

These items may be carried out by the exhibitor as long as they are hand carried and without the use of wheel carts or dollies. Exhibitors will **NOT** be allowed to remove packages until the close of the show on Thursday, October 3.

FLUID REMOVAL

A Chem-Ecol Corporation representative will be on-site after the show to remove the fluid from machines if ordered in advance. A representative from your company must be present during the removal process or Chem-Ecol will not remove fluid from the machines.

DISMANTLING LABOR

Again, if your dismantling plans require your boxes, crates or skids to pack-up, please take this into consideration when ordering your labor. Please be sure to confirm all dismantle labor.

Requests for riggers, decorators, forklifts and crane orders should be made no later than **11:00 a.m. on Wednesday, September 30** at the GES Service Desk.

If you have made arrangements in advance for priority move-out or need special arrangements for move-out, please contact our exhibitor services representative at the GES Exhibitor Service Centre.

At the end of the show, if you can utilize a dismantling crew BEFORE receiving your empty crates/skids, please order their services accordingly and by **11:00 a.m. on Wednesday, September 30**. However, you can immediately begin to re-skid/re-crate without waiting for any of all of the empty crates/skids.

Unfortunately most exhibitors order labor for 8 a.m. the next morning, after the show closes. It is unreasonable to expect GES to provide the quantity of rigger crews and forklifts that were provided during a one-week installation period, in just one morning. We appreciate your patience and please be prepared to wait.

ELECTRICAL/PLUMBING & TELEPHONES

Your power will discontinue **one hour** after show close on Thursday, October 1. This will allow draining of pumps, tanks or completion of special requirements. If power will be required beyond this time, arrangements must be made **before 12:00 Noon** on Thursday, October 1, at the SHOWTECH Exhibitor Service Desk with these contractors.

OUTBOUND FREIGHT SHIPMENTS

Shipping labels and material handling agreements (MHA's) are available at the GES Exhibitor Service Centre. MHA's will not be distributed until all invoices are settled. Each exhibitor and/or their agent are responsible for arranging prompt pick-up and removal of outbound shipments.

MHA's must be turned in to the GES Service Centre Freight Desk as soon as all materials are packed and ready for outbound shipments.

DO NOT LEAVE MHA'S (BILLS OF LADING) IN YOUR BOOTH OR ATTACHED TO YOUR CRATES.

All materials must be dismantled and packed by 12:00 p.m., on Friday, October 2. If your outside carrier does not check in prior to 10:00 a.m. on that day, GES will re-route the shipment via the most convenient manner available.

PRIVATELY OWNED VEHICLES (POV'S)

After clearing your invoices at the GES Service Centre, you will receive a Material Handling Agreement/Dock Pass. This is your pass to be loaded. No POV will be loaded without this form. POV's can proceed directly to the bottom of the ramp and a traffic coordinator will be available to assist you. We will not start loading POV's until:

- After show closes AND
- Aisle carpeting is rolled up AND
- Your freight is packed and ready to load.

LEAD RETRIEVAL UNITS

Lead retrieval units must be returned by 5 p.m. on Thursday, October 1. Lead retrieval units can be returned to the registration area outside Hall 1 or 2.

SECURITY

Tear-down is a critical time for security. Use caution and protect your valuables. Do not leave anything unattended. Pay particular attention to tools, toolboxes, cameras, laptops, and small items. These items can be stored in the Security Office overnight.

On behalf of the staff from SME, GES, SHOWTECH and The International Centre, it has been our pleasure to serve you.

Thank you for your continued support and participation in our shows.

