



Wednesday, September 16, 2015

Thursday, September 17, 2015

ANCASTER FAIRGROUNDS

MOVE-OUT SHIPPING INSTRUCTION FORM

COMPANY NAME: _____ BOOTH # _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ PROV/STATE: _____ POSTAL/ZIP CODE: _____

TEL: (____) _____ FAX: (____) _____

CELL: (____) _____ E-MAIL: _____

EXHIBITOR APPOINTED CARRIER:
(if different company name): _____

CONTRACTOR/SHIPPER/TRUCK DRIVER CONTACT NAME: _____

CONTRACTOR/SHIPPER/TRUCK DRIVER CONTACT CELL NUMBER: _____

ALL EXHIBITS MUST BE REMOVED BY THURSDAY, SEPTEMBER 17, 2015 BETWEEN 4 – 8 PM

1. **Please CHECK:**

- ☐ For outbound shipment we will use Stronco Group of Companies Transportation – The Official Supplier
- ☐ For outbound shipment we will make arrangements with our own carrier to remove our display and product from the exhibit halls. Carrier name, driver and contact numbers are indicated above
- ☐ A forklift with an extension will be needed to move our shipment to our truck

2. **There is no specific schedule for move-out. It is done on a first come, first served basis. All exhibits to be removed by 8 p.m. on September 17th**

- 3. Exhibit dismantling shall commence at 4 pm - the official closing time for the show. Exhibitors are prohibited from dismantling any portion of their displays; packing crates and cartons prior 4 pm. Failure to comply will result in the exhibitor being denied access to future shows produced by Landscape Ontario
- 4. Security and booth personnel are advised to remain in the booth until products and display materials are properly packed and clearly labeled for shipment
- 5. Dollies/forklifts will be available once the aisle carpet is removed—approximately 1 hour after the closing at 5 pm
- 6. Returning crates and cartons from storage is the first priority of materials handling personnel
- 7. The receiving doors will open for vehicles at 4 pm on Thursday, September 17, 2015
- 8. Vehicles will only be permitted access to the receiving doors once the entire shipment is packed, labeled and ready for truck loading
- 9. Drivers must report to the Receiving Manager who will assign a time to load vehicle
- 10. Removal of exhibit materials and products is the sole responsibility of the exhibiting company or an appointed contractor
- 11. Failure to remove an exhibit or product from the exhibit hall by 8 p.m. on Thursday, September 17, 2015 will result in removal of same by the Stronco Group of Companies Transportation who will store the shipment at their warehouse. Show Management reserves the right to remove exhibit material left in Marritt Hall or the Concession Building and to invoice the exhibiting company for the expense of shipping and storage

FAX BY AUGUST 28, 2015 TO 905 875-3942 OR EMAIL: SHOWINFO@LOTHRIVE.COM

Produced by



Produced by Landscape Ontario

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