



## MOVE OUT NOTICE

SUNDAY, MARCH 16 | from 5:00pm – 10:00pm

**All exhibitor product and booth materials must be out by 10:00pm**

### OPTION 1

**DON'T HAVE MUCH TO PACK?** If all fits into a carry-on, on a hand cart or easily carried by-hand? Exit through the main doors of hall, and out to your car.

\*\*Parking on Front Street or Internal Street is not permitted.

#### **Hand-carry out through the exhibit hall doors**

1. When your booth is packed and ready to go, you can hand carry your items through main doors of the convention centre to your vehicle. **No flat-bed dollies are permitted in passenger elevators.**
2. Escalators are for hand-carry items only. No handcarts.
3. Dollies are prohibited from leaving exhibit halls into the venue pre-function areas. **If you require a dolly to move your items to your vehicle, please see option 2.**

### OPTION 2

**WANT TO DRIVE INTO THE BUILDING? YES, IT IS POSSIBLE,** this will be available on a phased-in approach basis and only once you are packed up and have been granted a MOVE OUT PASS from a Floor Manager. **Note that the docks will not be available right at 5pm. The dock will only open once space has been cleared on the Show Floor. This may be up to one hour after show closing and later for larger vehicles.**

1. When your booth is packed and ready to go, flag down a Floor Manager with a FAN EXPO Operations Vest for inspection. Once booth has been cleared, you will be issued a MOVE OUT PASS.
2. After receiving your MOVE OUT PASS, bring it to the **West Ramp Desk in Hall A** by the roll-up door to arrange for your move out access.
3. **Need a flatbed dolly?** Stop by the OPS Rentals Desk by the ramp with a piece of ID.
4. Once your time is reserved, and ready – make your way to the West Ramp (based of Front St. & John St. and you will be directed to a place to park on exhibit floor. Turn off vehicle and begin loading.
5. **All exhibitors have 30 minutes to load all show items into their vehicles and exit the loading docks.** The facility reserves the right to remove, at the owner's expense, any vehicle that is parked in an area that is deemed a fire route, exit, or prohibited location.

**REMEMBER TO REBOOK YOUR SPACE FOR TORONTO COMICON 2026!**