

# MOVE-OUT PROCEDURES

## Attention Raleigh Home Show Exhibitors

Sunday Show Hours 10:00AM – 6:00PM

Move-Out Hours:

Sunday, 6:01PM - 10:00PM

Monday, 8:00AM – Noon

Move-out procedures and what to expect:

- The rollup doors to the Loading Dock will not open until all aisle carpet is rolled up (Approximately 30 minutes after the close of the show.) To expedite this process, please keep all equipment off the aisle carpet.
- Once all aisle carpet is rolled, the Loading Dock doors will open. The easiest way to move-out is to avoid the loading dock altogether and carry your items to your vehicle (if possible). If this is not possible...
- The next easiest way is to breakdown and completely pack your display. Once this is accomplished, visit the Hale Northeastern Service Desk to obtain a dock pass. A representative from Hale Northeastern will confirm that your exhibit space is ready to go and will issue a dock pass. This pass will allow access to the driveway into the loading dock basin from Lenoir Street. To be fair and keep traffic flowing smoothly, vehicles without a dock pass will not be permitted into the driveway leading to the dock basin.
- The gravel lot immediately across the street from the street is no longer available for staging. All vehicles will have to report to Lot G (same lot as you reported to on move-in) to receive a Dock Pass and possibly be held in the staging yard until dock space or floor space becomes available. Dock passes from move-in are not valid for move-out (you must check-in to get a new pass and will not be permitted into the dock basin without it).
- **Please do not get in line until your booth is completely broken down and ready to go.**

If you have a larger vehicle and your booth requires a longer time to breakdown, we anticipate that by 8:00PM, the dock basin will begin to see a significant decrease in activity. At that time, conditions may allow for drive-in access to the exhibit floor.

With your cooperation, we will try to expedite the move-out process and make it as easy as possible for everyone. We also must take into consideration safety on the show floor, maintain clear city streets, and avoid parking lot and traffic congestion. If we all work together, we can make the move-out run as smooth as possible for everyone!

If you have any questions, please feel free to visit the Hale Northeastern Service Desk and we will be happy to help you.

Thank you for participating in the Raleigh Home Show. We hope it has been a successful business opportunity for you and look forward to seeing you in the Fall!