



MOVE OUT PROCESS



Please read carefully the following information about Move Out
Note: All times are estimated and are subject to change

SAFETY REQUIREMENTS – 3:30PM

- Everyone in the Hall and Loading Dock **MUST** wear closed in shoes.
- This will be monitored by the event organizer.

MOVE-OUT SCHEDULE SUMMARY

Thursday November 20

Removal of Exhibitor's material

Dismantling of TURNKEY stands by Freeman.

3:30 PM - 5:00 PM

Approx 6:00 PM

Friday November 21

Exhibitor Appointed Contractors (EAC's) ONLY (Booths 500sqft+)

7:00AM - 2:00 PM

** All material handling to be offsite by 12pm Friday November 21 2025.*

Thursday November 20

3:30 pm - 5.00pm

- Exhibition closes 3:30pm and Move Out commences.
- It is YOUR responsibility to organise the complete removal or disposal of materials at your stand.
- All items must be removed from Turnkey Stands by 5pm Thursday November 20 as Freeman the show contractor will begin dismantle and remove hired furniture.
- To ensure all exhibitor materials are removed from the venue by 5:00pm, please have all carriers check-in by November 20, 2025 -4:00 PM.
- Make sure someone remains on your stand until all your goods have been removed or secured.
- Exhibitors may handle handheld items only, carried by one person, with another remaining in the vehicle at the loading dock lot. No carts or material handling equipment are allowed. Time limit: 15 minutes. This will be strictly enforced.
- Do not block any aisles with materials/boxes.
- Forklifts, boom lifts and scissor lifts operational inside the Hall including delivering crates and large storage to stands.
- EAC's vehicles will have access to the Loading Dock.
- EAC's won't be serviced by Freeman until Friday November 21, 2025.
- All items must be collected Thursday. They must be packaged, clearly labelled (stand number, address & mobile telephone number of recipient) and placed in the middle of your stand.
- During Move out we ask for everyone's patience with the return of storage from Freeman especially if we experience wet weather as this will slow down the return to ensure your packaging is kept dry.

6:00pm

- Loading Dock closed for exhibitors.

Friday November 21 – EAC's ONLY

7.00am – 2:00pm

- Any items remaining on site at 12pm will be removed by Freeman and storage fees will be charged directly to your company.
- Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-out.
- **If you require trash removal of large items** (not cardboard boxes, small amounts of general waste or paper packaging) please contact Freeman directly using your online portal.

If you have any queries about Move Out call +61 (2) 9080 4310 or email ihha.wcrr.operations@informa.com.