



EXHIBITOR MOVE-OUT INSTRUCTIONS

NON-COURIER PICK-UPS

1. Pack up everything in your booth.
 - a. If we are storing your empty freight containers, we will deliver them to you once the show is done.
 - i. **NOTE:** If there is aisle carpet, please note that we can only bring out freight containers once they have been removed from the aisles.
 2. Leave all packed up freight **IN YOUR BOOTH**, and please bring your vehicle to the north loading dock.
 - a. Addresses can be found on the bottom of this page.
 3. When you arrive at the dock, a Global representative will ask for your booth number.
 4. The Global representative will direct you to the appropriate bay.
 5. A Global team member will bring a dolly to your booth, load the freight, deliver it to the bay you are parked at, and help pack up your vehicle.
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COURIER PICK-UPS

1. Pack up everything in your booth.
 - a. If we are storing your empty freight containers, we will deliver them to you once the show is done.
 - i. **NOTE:** If there is aisle carpet, please note that we can only bring out freight containers once they have been removed from the aisles.
2. Leave all packed up freight **IN YOUR BOOTH**.
 - a. Ensure all shipping labels are filled out fully and clear. Ensure the label is fixed securely to the freight.
 - i. Addresses can be found on the bottom of this page.
 - b. Arrange pickup times with your courier if you haven't already done so.
 - i. Please note that on the labels that the exhibitor is the shipper, **NOT** Global Convention Services or Calgary TELUS Convention Center.
 - c. **NOTE:** If freight is not picked up on the show site within 24 hour period, it will be transferred to our offsite warehouse where material handling storage fees will apply.

POST SHOW WAREHOUSE ADDRESS: 6693 30th Street SE, Calgary, AB, T2C 1N6 (Mon-Fri 08:00-14:00)

SHOW SITE ADDRESS: 705 1st SE, Calgary, AB, T2G 2L9 (Mon-Fri 07:00-15:00)

W: <https://www.globalconvention.ca>

IMPORTANT INFORMATION FOR EXHIBITOR MOVE-OUT



IPEIA Conference and Exhibition 2026

CHECK LIST *To avoid delays, extra fees, or lost freight*

Before You Leave

- ☐ Repack and clearly label your freight
- ☐ Complete your Bill of Lading and address labels
- ☐ Use correct "From" address and payee on your waybill
→ Admin fees apply if forms are incomplete
- ☐ Call your carrier to confirm pickup during scheduled move-out hours
- ☐ See Global staff onsite if you need Return to Warehouse services

International Shipments

- ☐ Must include customs documents, commercial invoice, and Bill of Lading
- ☐ Customs paperwork is the exhibitor's responsibility

IMPORTANT REMINDERS

- ! All freight must be removed from the show floor by March 12, 2026 at 18:00.
- ! Unclaimed freight will be considered stranded and returned to our warehouse — additional fees will apply.
- ! Freight will not be released until your Global Convention Services account is paid in full.
- ! Freight must exit via approved loading areas only.
- ! Global is not responsible for freight that is unlabeled, improperly packed, or left behind without instructions.

HOW TO FILL YOUR BILL OF LADING AND ADDRESS LABELS

If you have booked Return to Warehouse service:

From: Your company name
Warehouse Address
City, Province
Postal Code

To: Your company name
Your destination address

If your freight is leaving Direct from the venue (*same day*):

From: Your company name
Venue Address
City, Province
Postal Code

To: Your company name
Your destination address

Questions?

Global will be onsite the following times to assist:

Mar. 9, 14:00-21:00 | Mar. 10-11, 10:00-19:00 | Mar. 12, 10:00-18:00