

Move-In/Move-Out

- As per the Ministry of Labour, **children under 16 years of age are NOT permitted** on the show floor during move-in or move-out.
- No material may be taken through the main entrance unless it can be carried by hand. Dollies are not allowed on carpeted areas. No equipment may be transported on the escalators or public passenger elevators.
- **All unloading, loading and removal of equipment and materials to the booth and to and from on-site storage is included in your exhibit booth rental fee.**

Move-In

- The trade show will be located in Exhibit Halls D and E in the South Building of the Metro Toronto Convention Centre, which is located at 222 Bremner Blvd., one block north of Lakeshore Blvd. west at York Street.
- Move-in times will be allocated according to the exhibitor's position on the floor. The 'Move-In Floor Plan' will be posted on our website closer to the event date.
- A marshalling yard has been established at 100/120 Cherry Street in order to facilitate move-in and move-out of events at the Metro Toronto Convention Centre. All large trucks must report to the vehicle marshalling area prior to scheduled move-in/move-out times. The lot is 3.8 km from the Convention Centre.
- Cars, vans and SUV's may proceed directly to the MTCC loading docks. There is no need to check in at the marshalling yard.
- When materials are shipped to the Metro Toronto Convention Centre – all trucks must be floor loaded only – not double stacked.
- Exhibitors must provide their own labour for spotting, erecting and dismantling of their exhibits. Skids must be used for all heavy pieces of equipment.

Move-Out

- **Removal of exhibits may commence no sooner than 5:30 pm, Friday, May 5, 2017** until 10:00 pm and from 8:00 am to 12:00 noon on Saturday, May 6, 2017.
- Tear-down must be completed no later than 12:00 noon on Saturday May 6, 2017 — all items left on the floor at that time will be stored, shipped and charged to the exhibitor at the prevailing rates. **Please ensure that you have made prior arrangements with your shipper to remove your goods from the floor at this time.**
- **Any Exhibitor found to be in violation of dismantling their booth prior to 5:30 pm on Friday, May 5, 2017 will be subject to penalties as outlined in the Ontario Dental Association's "Compliance With Terms of Exhibit Space Rental" (page 14).**

Metro Toronto Convention Centre – Protective Footwear Policy



**Protective
footwear
must be
worn**

On May 28, 1998 the Ministry of Labour conducted a site tour of the MTCC facilities and determined that the exhibit levels during a move-in and move-out are considered construction sites, therefore, all workers must wear protective footwear as stipulated in the Occupational Health & Safety Act. The Occupational Health & Safety Act states "A worker exposed to the hazard of a foot injury shall wear foot protection appropriate in the circumstances" (R.R.O. 1990 reg 851-S82).

All exhibitors, display and show managers and exhibit/display company employees who work on the exhibit levels during a move-in and move-out must wear protective footwear. Anyone found not wearing approved safety shoes will be immediately asked to leave the exhibit hall.

Safety in the workplace is an important issue for all of us and the ODA and the MTCC appreciates your full co-operation and support with this important issue.

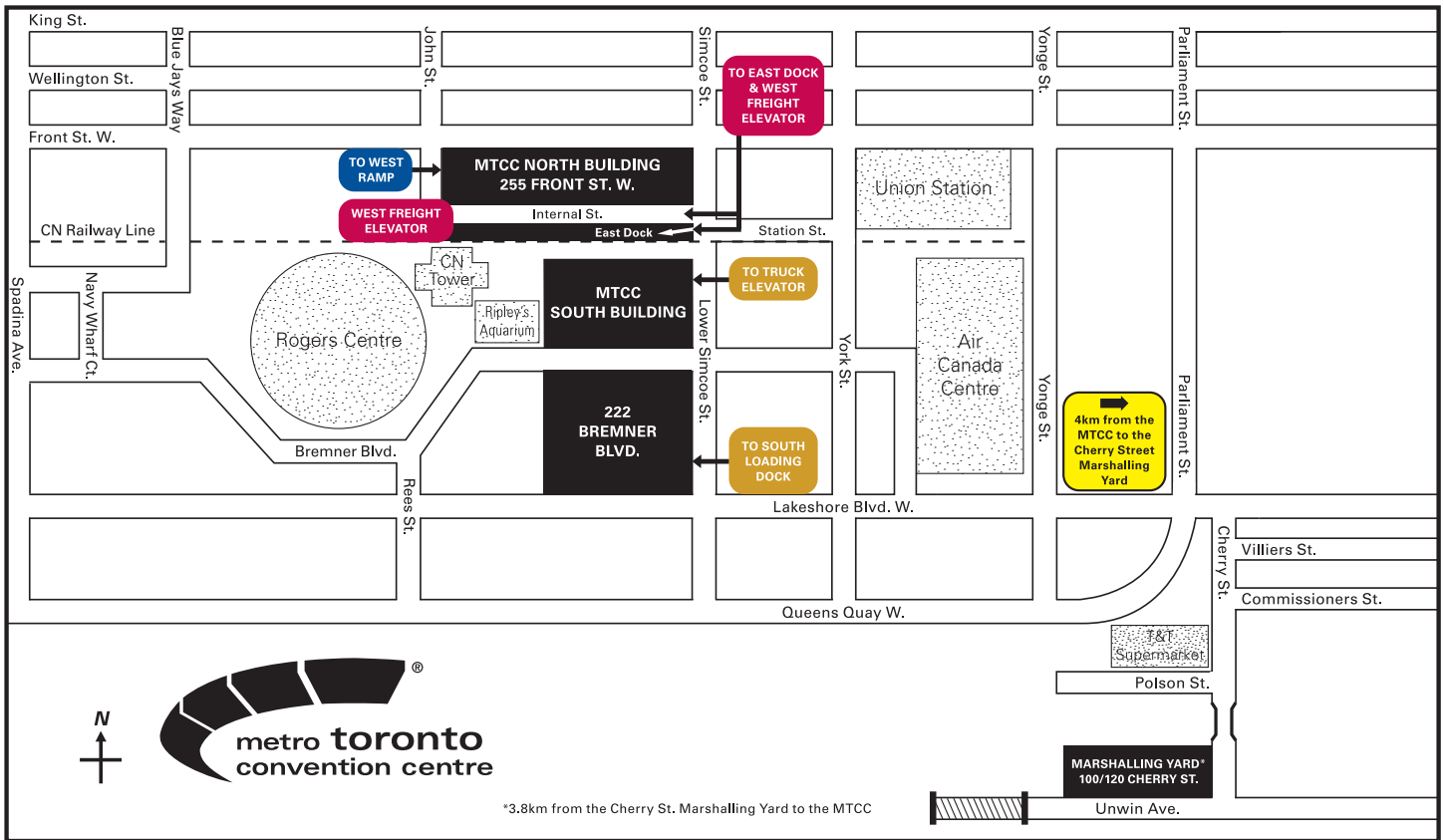
PLEASE NOTE: Exhibitors without protective footwear will no longer be provided with the option to sign a waiver to gain entry into the exhibit hall during the move-in.

Move-In/Move-Out

Exhibit Floor Dates and Times

Exhibitor Move-in	Tuesday May 2, 2017 12:00 noon – 9:00 pm	Wednesday May 3, 2017 8:00 am – 9:00 pm	
Exhibitor Registration/Badge Pick-up	Wednesday May 3, 2017 10:00 am – 7:00 pm	Thursday May 4, 2017 7:00 am – 5:30 pm	Friday May 5, 2017 7:00 am – 5:30 pm
Exhibit Floor Open	Thursday May 4, 2017 9:00 am – 5:30 pm	Friday May 5, 2017 9:00 am – 5:30 pm	
Exhibit Floor Cocktail Reception	Thursday May 4, 2017 4:30 pm – 5:30 pm	Friday May 5, 2017 4:30 pm – 5:30 pm	
Exhibitor Move-out	Friday May 5, 2017 5:30 pm – 10:00 pm	Saturday May 6, 2017 8:00 am – 12:00 noon	

Metro Toronto Convention Centre South Building, Loading Docks and Marshalling Yard



Map is not to scale

NEW LOADING DOCK ACCESS

The South Building Loading Docks will be open for replenishment purposes on Friday May 5, 2017 from 7:30 am to 11:30 am

MOVE-IN TIMES

Tuesday, May 2 from
12:00 noon – 9:00 pm
Wednesday, May 3 from
8:00 am – 9:00 pm

ALL EXHIBITS MUST BE IN PLACE BY 9:00 pm, Wednesday, May 3, 2016, and ready for the 9:00 am opening of the ASM on Thursday, May 4, 2016