

# Move-In/Move-Out

## Exhibitor 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.

- 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.
- Exhibitors must provide their own labour for spotting, erecting and dismantling of their exhibits. Skids must be used for all heavy pieces of equipment.
- Double-sided Scapa tape, low tack cloth gaffer tape or TransRite are the only tapes permitted for use in the exhibit hall. All tape must be removed prior to vacating the space or charges will apply.

**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.**

## 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 not be permitted to gain entry into the exhibit hall during the move-in.**

## Exhibitor Move-Out

- **Removal of exhibits may commence no sooner than 5:30 pm, Friday, April 27, 2018** until 10:00 pm and from 8:00 am to 12:00 noon on Saturday, April 28, 2018.
- Tear-down must be completed no later than 12:00 noon on Saturday April 28, 2018. **Please Note: 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, April 27, 2018 will be subject to penalties as outlined in the Ontario Dental Association’s “Compliance With Terms of Exhibit Space Rental” (page 16).**

# Move-In/Move-Out

## Vehicle Marshalling

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.

Move-in / out information / bulletins will be provided by Show Management. Any variations to the procedures listed below will be indicated as such on the move-in / out information / bulletins.

### PROCEDURES:

1. All vehicles will report first to the vehicle marshalling area. This lot is 3.8 km from the Convention Centre.
2. The marshalling yard is open 1 hour prior to scheduled move-in/move-out times.
3. An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give a numbered ticket to the driver based on a prearranged priority listing produced by show management. The cost of the attendant will be at the expense of the Convention Centre when required during operational hours of 0700–2359. Charges will be applied between 0001–0700.
4. A call will be made to the attendant to dispatch vehicles. As space becomes available, the drivers will be directed to the North Building (Front Street) or to the South Building (Lower Simcoe Street).
5. Upon arrival at either entrance, the driver will turn in their assigned tickets.
6. Vehicles entering the loading dock areas will be met by the Convention Centre dock staff who will control the flow of vehicle traffic.
7. Vehicles going up onto the North Building Exhibit Floor will be met by dock staff positioned at John Street and on the ramp to control the pedestrian traffic on the ramp.
8. During the winter season, the Convention Centre will bear the cost of the labour and equipment to keep the ramp open to traffic, to clean off vehicles before going onto the floor and to keep the floor clean. The Centre will also be responsible for snow removal in the marshalling area.
9. The control of the vehicles once onto the Exhibit Floor will be the responsibility of Show Floor Management in conjunction with the Convention Centre dock staff.
10. Freight elevators, when in use, will be manned and controlled by operators supplied by the Convention Centre.
11. Vehicle storage is available during events at \$32.00 plus 13% HST per day. Arrangements must be made in advance through the Dock Office at (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

### NOTE:

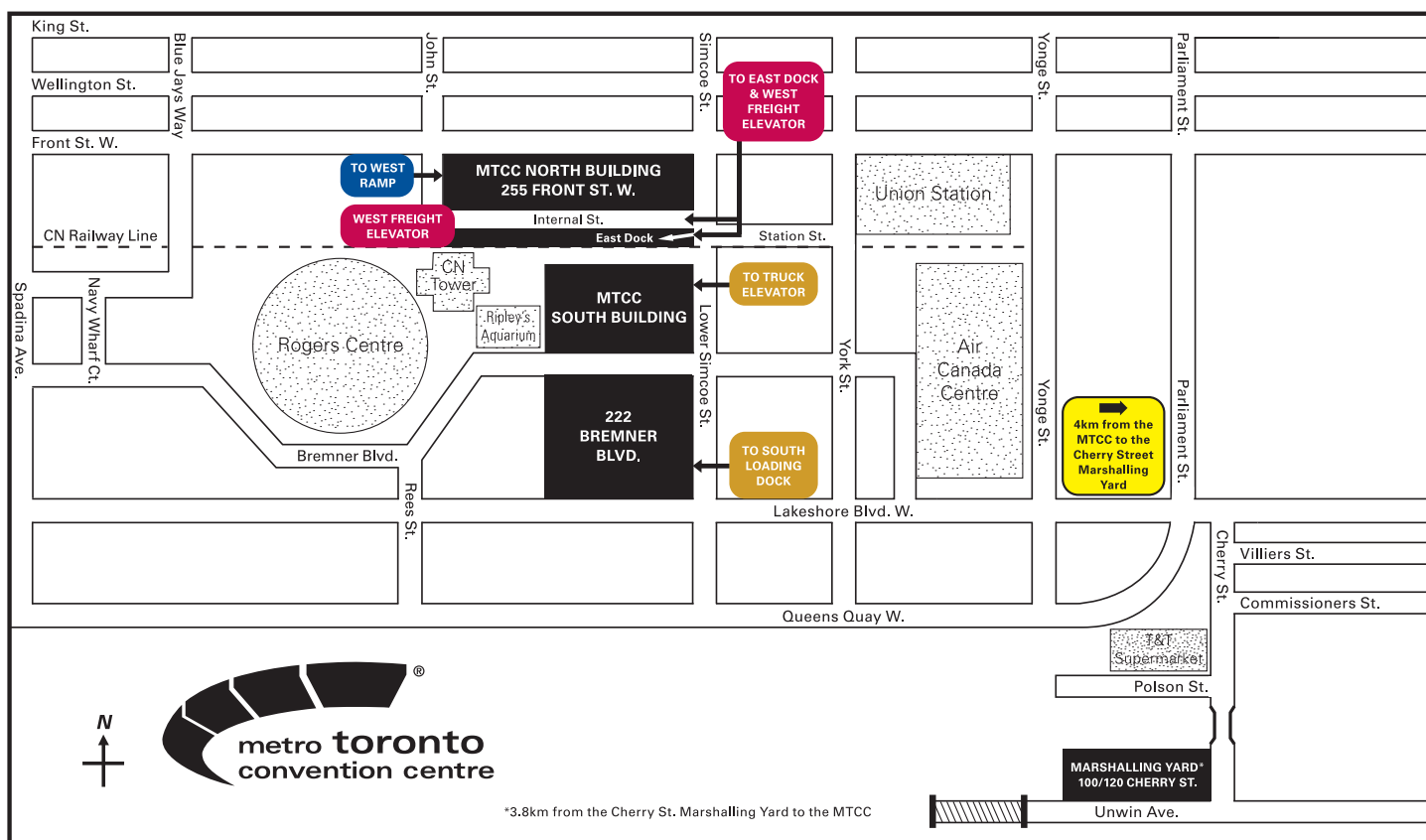
Vehicles will be held in the marshalling yard before and after Rogers Centre events where pedestrian and vehicular traffic block access to the ramp. Times for these periods will be scheduled on an individual basis as schedules warrant. Vehicle marshalling inquiries – Tel: (416) 585-8345 / (416) 585-8278 or cell number (416) 529-3461.

# Move-In/Move-Out

## Exhibit Floor Dates and Times

<b>Exhibitor Move-in</b>	<b>Tuesday April 24, 2018</b> 12:00 noon – 9:00 pm	<b>Wednesday April 25, 2018</b> 8:00 am – 9:00 pm	
<b>Exhibitor Registration/Badge Pick-up</b>	<b>Wednesday April 25, 2018</b> 10:00 am – 7:00 pm	<b>Thursday April 26, 2018</b> 7:00 am – 5:30 pm	<b>Friday April 27, 2018</b> 7:00 am – 5:30 pm
<b>Exhibit Floor Open</b>	<b>Thursday April 26, 2018</b> 9:00 am – 5:30 pm	<b>Friday April 27, 2018</b> 9:00 am – 5:30 pm	
<b>Exhibit Floor Cocktail Reception</b>	<b>Thursday April 26, 2018</b> 4:30 pm – 5:30 pm	<b>Friday April 27, 2018</b> 4:30 pm – 5:30 pm	
<b>Exhibitor Move-out</b>	<b>Friday April 27, 2018</b> 5:30 pm – 10:00 pm	<b>Saturday April 28, 2018</b> 8:00 am – 12:00 noon	

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



Map is not to scale

### LOADING DOCK ACCESS

The South Building Loading Docks will be open for replenishment purposes on Friday April 27, 2018 from 7:30 am to 11:30 am

### MOVE-IN TIMES

**Tuesday, April 24** from  
12:00 noon – 9:00 pm  
**Wednesday, April 25** from  
8:00 am – 9:00 pm

**ALL EXHIBITS MUST BE IN PLACE BY 9:00 pm, Wednesday, April 25, 2018, and ready for the 9:00 am opening of the ASM on Thursday, April 26, 2018**