

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.

Exhibit Floor Dates and Times

Exhibitor Move-in	Tuesday May 7, 2019 12:00 noon – 9:00 pm	Wednesday May 8, 2019 8:00 am – 9:00 pm	
Exhibitor Registration/Badge Pick-up	Wednesday May 8, 2019 10:00 am – 7:00 pm	Thursday May 9, 2019 7:00 am – 5:30 pm	Friday May 10, 2019 7:00 am – 5:30 pm
Exhibit Floor Open	Thursday May 9, 2019 9:00 am – 5:30 pm	Friday May 10, 2019 9:00 am – 5:30 pm	
Exhibit Floor Cocktail Reception	Thursday May 9, 2019 4:30 pm – 5:30 pm	Friday May 10, 2019 4:30 pm – 5:30 pm	
Exhibitor Move-out	Friday May 10, 2019 5:30 pm – 10:00 pm	Saturday May 11, 2019 8:00 am – 12:00 noon	

Metro Toronto Convention Centre – Protective Footwear Policy



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.

Move-In/Move-Out

Exhibitor Move-Out

- **Removal of exhibits may commence no sooner than 5:30 pm, Friday, May 11, 2019** until 10:00 pm and from 8:00 am to 12:00 noon on Saturday, May 11, 2019.
- As per the Ministry of Labour, children under 16 years of age are NOT permitted on the show floor during tear down or move out. **Please also note, that as per the Ministry of Labour, Proper Protective Equipment is required to be worn while all tear down and move out activity is taking place.**

Empty Removal Instructions

- All Exhibitors must have all crates tagged for empty storage by 2 hours prior to end of exhibitor move-in. GES Material Handling Team need to remove all empty crates in order to be ready for aisle carpet install by 11pm on Wednesday, May 8th.
- At show closing, GES will remove aisle carpet which will take approximately 1 hour. Once aisle carpet is removed, GES will deliver empty storage crates to your booth – storage return will take up to 4 to 5 hours. Please keep aisles free of booth materials until aisle carpets are removed. We ask for your co-operation and patience.
- All electrical power will be turned off 1/2 hour after show closes unless prior arrangements have been made with SHOWTECH Power & Lighting.
- You may obtain a flat-bed dollie from GES Material Handling Desk. Dollies will be released after the aisle carpet is removed.

Outbound Freight

The South Loading Docks will be used for move-out. To ensure a smooth and secure move-out of your freight, visit the GES Exhibitor Service Desk to pick-up an **Outbound Bill of Lading (BOL)** form. Outbound BOL's **MUST** be completed for your materials to be loaded onto your carrier or your freight will not be released from the show floor. Once your materials are packed and ready to go, return the completed BOL to the GES Material Handling Desk located on the south loading docks.

PLEASE DO NOT LEAVE THE COMPLETED BILL OF LADING IN YOUR BOOTH.

- When your material is ready, you will be given a pass by MTCC Dock Staff to either bring your parked vehicle into the Dock or your vehicle will be called from the Marshalling Yard at that time. **PLEASE NOTE THAT YOU WILL NOT BE ABLE TO MOVE YOUR VEHICLE INTO THE DOCK AREA WITHOUT A PASS.**

NEW! Hand Carry Items

There are 2 new service freight elevators located and accessible for any hand carry out items from within the South Building Parking Garage. When your booth is packed and ready to go, you can hand carry your items to your vehicle using the NEW Service Elevators located at the north end of Hall E. These elevators can accommodate a flat bed dollie. The elevator will stop directly into the South Parking Garage. If you require the use of a dollie, you will be asked to leave your ID and once the dollie is returned your ID will be returned.

- No material may be taken through the Main Entrance on Bremner Blvd. 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 4 wheel dollies, pallet jacks or oversize loads are prohibited from leaving all Exhibit Halls into the pre-function areas. If you require a dollie or pallet jack to move your items to your vehicle, you must use the designated loading area.
- In order to minimize the risk of theft during move-out, it is recommended that all small articles of value be removed at the close of the show and that the exhibitor guards the remaining material.
- **All exhibits must be removed from the show floor by 12:00 noon on Saturday, May 11, 2019. Please ensure that you have made arrangements with your shipper to remove your goods from the floor at this time. The official carrier will remove all materials left on the floor past 12:00 noon at the owner's expense.**
- If you need help with moving your freight, please speak with a GES representative on the show floor.
- **Any Exhibitor found to be in violation of dismantling their booth prior to 5:30 pm on Friday, May 10, 2019 will be subject to penalties as outlined in the Ontario Dental Association's "Compliance With Terms of Exhibit Space Rental"**

SMALL VEHICLES (i.e. SUV, Van, Pick-up Truck or Personal Car) NO Loading Assistance Required

When your booth is packed and ready to go, please obtain a **LOADING AREA Pass**, which allows your small vehicle access to the South Dock loading area. Passes are available from the MTCC Dock Staff (in red coats) at the dock area during move-out.

The driver of your vehicle must have the loading pass to enter the dock area and you must load your own vehicle. Vehicles are prohibited from parking on surrounding streets and are subject to tagging and towing from the City of Toronto.

LARGE VEHICLES (i.e. Cube Van, 16ft Rental Truck or larger; Freight Transporter, etc.)

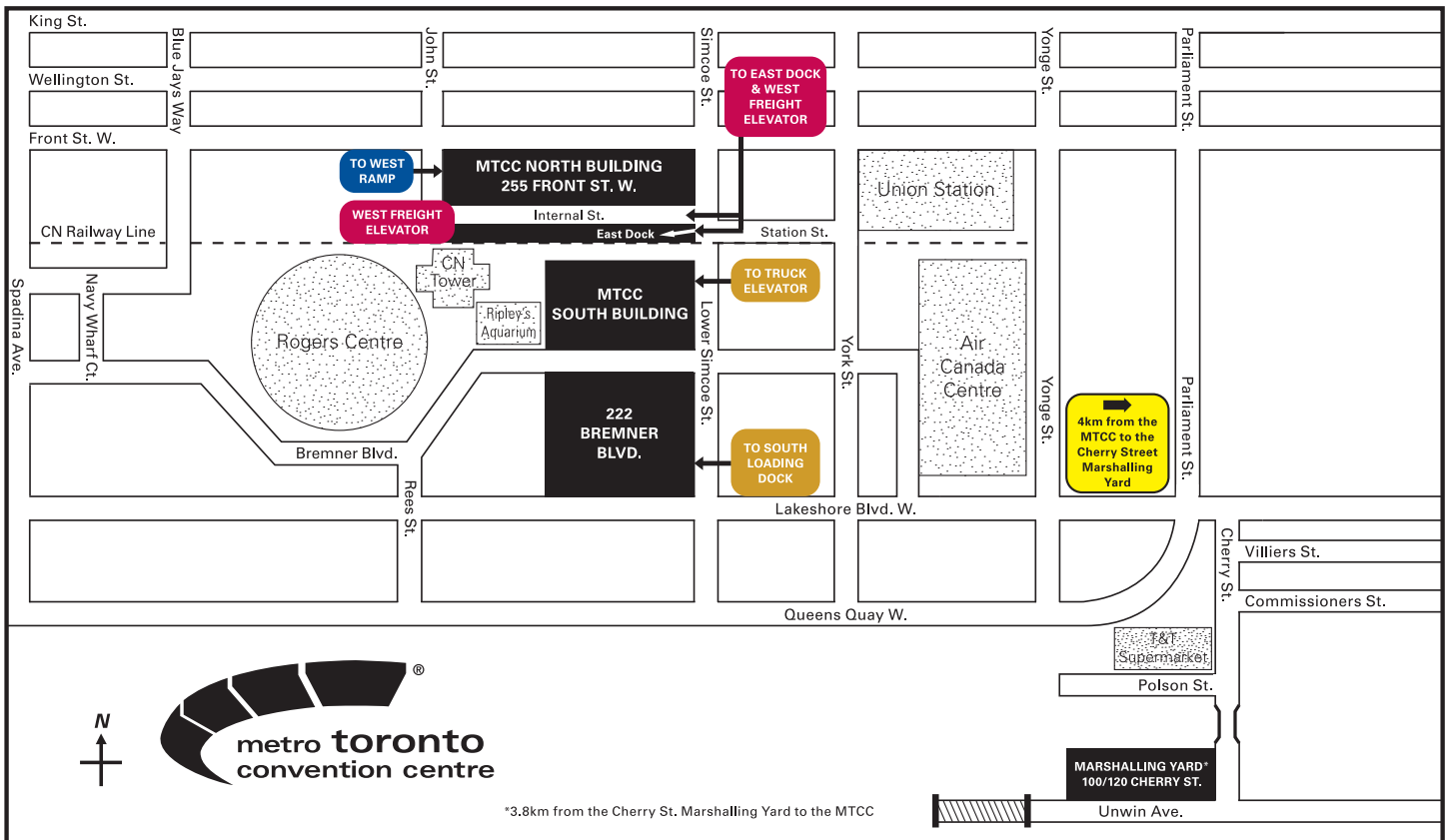
*****MUST go to the Marshalling Yard and Requires a Bill of Lading******

When your material is ready you will be given a pass my MTCC Dock Staff to either bring your parked vehicle into the Dock or your vehicle will be called from the Marshalling Yard as space becomes available in the dock area. **PLEASE NOTE** that you will not be able to move your vehicle into the Dock Area without a pass.

Move-In/Move-Out



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 May 10, 2019 from 7:30 am to 11:30 am

MOVE-IN TIMES

Tuesday, May 7 from 12:00 noon – 9:00 pm
 Wednesday, May 8 from 10:00 am – 7:00 pm

ALL EXHIBITS MUST BE IN PLACE BY 9:00 pm, Wednesday, May 8, 2019, and ready for the 9:00 am opening of the ASM on Thursday, May 9, 2019
 Please refer to the Move-In Schedule for your specific move-in time.

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. **SMALL VEHICLES (i.e. SUV, Van, Pick-up Truck or Personal Car) NO Loading Assistance Required**

When your booth is packed and ready to go, please obtain a **LOADING AREA Pass**, which allows your small vehicle access to the South Dock loading area. Passes are available from the MTCC Dock Staff (in red coats) at the dock area during move-out.

The driver of your vehicle must have the loading pass to enter the dock area and you must load your own vehicle. Vehicles are prohibited from parking on surrounding streets and are subject to tagging and towing from the City of Toronto.

2. All vehicles will report first to the vehicle marshalling area. This lot is 3.8 km from the Convention Centre. 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 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 to the South Building Exhibit Floor will be met by dock staff positioned at Lower Simcoe 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

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.