

MOVE-IN PROCEDURE

MOVE-IN DATES & TIMES

Wednesday, June 12, 2024	7:00 am – 6:00 pm	HEAVY MACHINERY ONLY - BY APPOINTMENT
Thursday, June 13, 2024	7:00 am – 6:00 pm	HEAVY MACHINERY ONLY - BY APPOINTMENT
Friday, June 14, 2024	7:00 am – 6:00 pm	HEAVY MACHINERY ONLY - BY APPOINTMENT
Friday, June 14, 2024	1:00pm – 6:00 pm	All Exhibits
Saturday, June 15, 2024	8:00 am – 5:00 pm	All Exhibits
Sunday, June 16, 2024	8:00 am – 5:00 pm	All Exhibits
Monday, June 17, 2024	8:00 am – 5:00 pm	All Exhibits

All exhibits must be completed by 5:00 pm, on Monday, June 17, 2024. Aisle carpets will be laid at 8:00 pm, Sunday. Absolutely no dollies or material handling equipment will be permitted in the exhibit area after that time.

MOVE-IN SCHEDULING

Heavy equipment and awkward displays should be delivered and picked up on the date and time that has been specified on the official move-in schedule set out by Show Management. After your material is uncrated and properly identified with a storage label a materials handling crew will pick up your crates for storage.

LIFO (LAST-IN, FIRST-OUT) EXHIBITORS

LIFO exhibitors are simply exhibitors that are located in high traffic areas of the event load in and load out zones. These exhibitors are established as the final wave of move in slots and the first wave of move out slots and are given exclusive dock locations.

MATERIAL HANDLING

All exhibitors moving any piece of machinery that exceeds 5,000 lbs must schedule their move-in with GES Canada. GES Canada will coordinate the move-in timing to ensure a smooth process. PLEASE BE ADVISED THAT ALL MATERIAL HANDLING PAYMENTS ARE THE RESPONSIBILITY OF THE EXHIBITOR.

All transactions on work of this type are between the Material Handling Contractor and the exhibitor. In case an exhibitor's representative is not present, Show Management reserves the right to order his equipment and/or material to be moved from the receiving door to the exhibitor's area. The charge for this service will be invoiced to the exhibitor by the official Material Handling Contractor.

N.B. Capacity of show forklift trucks is 5,000 lbs. Exhibitors with heavier equipment (*material handling required for 5,000 lbs and over per piece*) must speak directly with:

Sean Couture, GES Canada
514-861-6627
scouture@ges.com

HAND CARRIED MATERIAL

If you **do not require** a forklift to move your materials to/from the show, push dollies will be available at the loading doors.

Unload your vehicle as quickly as possible and return your dolly to the loading door. A crew is available if you require help. (Check with the Official Show Contractor for applicable rates.)

CRATE STORAGE

Empty containers will be picked up, stored and returned to you as a complimentary service from SME. Forklift operators will be working as rapidly as possible; we ask that you please be patient as there are many exhibitors to be serviced.

Carefully identify every empty case, skid, crate, or carton you wish returned to you by completing and affixing the proper storage labels. Storage labels are available from the Loading Dock and at the Show Office.

PLEASE NOTE THAT ALL STORAGE WILL BE PLACED ON THE LOADING DOCKS. Palais des congrès de Montréal Fire Rules & Regulations stipulate that no storage boxes can be left in the booth. Exhibitors are advised that storage areas are not, and cannot be, secured. Therefore, no valuable materials of any kind should be consigned to storage.

Please be advised that no drums containing fuel or oil can be sent to storage. Only empty oil drums may be placed in this area and these drums will be thoroughly inspected by the Fire Marshall.

LABOUR AND TIPPING

Exhibitors are required to abide by the prevailing labour conditions and rates effective in the exhibit hall. All employees of Show Service Contractors are adequately paid and there is no need to tip. **Please report immediately to Show Management any discourtesies or attempts to imply that service will be speeded up or improved by tipping.**

U.S. & INTERNATIONAL FREIGHT

Exhibitors who are shipping goods to the show from outside of Canada are strongly recommended to use the Official Customs Broker for the show. Representatives will be on-site throughout the show to ensure all your customs needs have been looked after.

PAYMENT OF SPACE

All payment of exhibit space must be made 90 days prior to move-in as contracted. SME Show Management reserves the right to refuse move-in and use of space to any exhibitor who has not made full and final payment.