

MOVE-IN PROCEDURE

MOVE-IN DATES & TIMES

Friday, May 26, 2023	8:00 am – 4:00 pm	HEAVY MACHINERY ONLY - BY APPOINTMENT
Saturday, May 27, 2023	8:00 am – 4:00 pm	All Exhibits – Over-time rates apply
Sunday, May 28, 2023	8:00 am – 4:00 pm	All Exhibits – Over-time rates apply
Monday, May 29, 2023	8:00 am – 4:00 pm	All Exhibits

All exhibits must be completed by 4:00 pm, on Monday, May 29, 2023. Aisle carpets will be laid at 4:00 pm, Monday. 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:

GES CANADA

Chris Weder

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