

MOVE-IN PROCEDURE

Tuesday, October 13, 2009	8:00 am – 4:00pm	
<i>(Hall B only - Heavy Machinery - By Appointment Only)</i>		
Wednesday, October 14, 2009	8:00 am – 4:00 pm	
<i>(Hall B only - Heavy Machinery - By Appointment Only)</i>		
Thursday, October 15, 2009	8:00 am – 4:00 pm	
<i>(Heavy Machinery - By Appointment Only)</i>		
Friday, October 16, 2009	8:00 am – 4:00 pm	<i>All Exhibitors</i>
<i>(Heavy Machinery - By Appointment Only)</i>		
Saturday, October 17, 2009	8:00 am – 4:00 pm	<i>All Exhibitors</i>
Sunday, October 18, 2009	8:00 am – 4:00 pm	<i>All Exhibitors</i>

All exhibits must be completed by 4:00 pm, Sunday, October 18, 2009. Aisle carpets will be laid after 4:00 pm, Sunday and absolutely no dollies or pump trucks will be permitted in the exhibit area after that time.

MOVE-IN SCHEDULING

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. Contact Angelo Conte at 905-283-0606, aconte@ges.com.

To help facilitate your move-in and set up, all other exhibitors will be given a recommended move-in time based on their location on the show floor.

MARSHALLING PROCEDURE

- Proceed towards Lot A (Marshalling Yard), to obtain ticket from Marshalling official.
- Marshalling official will advise you which loading dock and a specific time to enter area. See Lot A (Marshalling Yard) map for exact location.

FREIGHT REQUIRING A FORKLIFT

- A marshalling official will be checking vehicles and will direct you to the proper loading door.
- Heavy equipment and awkward displays should be delivered 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.

HAND-CARRIED MATERIALS

If you do not require a forklift to move your materials to/from the show, the following has been set up for your convenience:

- Push dollies will be available at the loading doors.
- Unload your vehicle as quickly as possible and return your dolly. A crew is available if you require help. (Check with the Official Show Contractor for applicable rates.)
- For security reasons, you will be required to wear your exhibitor badge in a prominent location when entering and/or leaving the building.

CRATE STORAGE

Containers will be picked up, stored, and returned to you as a complimentary service. Forklift operators will be working as rapidly as possible, but please be patient as there are several hundred exhibitors to be serviced.

Identify every empty case, skid, crate or carton you wish returned to your booth at the end of the show by completing and affixing the proper storage labels to the **SIDE** of the skid, crate or box. Storage labels are available at GES Canada materials handling desk, GES customer service desk or Show Office.

Exhibitors are advised that storage areas are not and cannot be secured. We suggest that no valuable materials of any kind should be consigned to storage.

Due to Fire Regulations crates cannot be stored behind your booth.

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 or gifts.

US AND INTERNATIONAL FREIGHT

Exhibitors who are shipping goods to the show from outside of Canada are strongly advised 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.

MATERIALS HANDLING

All material handling transactions are between the materials 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 materials handling contractor. All material handling payments are the responsibility of the exhibitor.

PAYMENT OF SPACE

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