

### VEHICLE MARSHALLING INFO

To facilitate a smooth move-in and move-out, please ensure that these procedures are followed, as the marshalling personnel will strictly enforce them.

- (1) **Every truck requiring material handling services to unload must first report to the marshalling yard.**
- (2) The marshalling yard will be located at the Direct Energy Centre in "Lot A". See map for location.
- (3) Marshalling personnel will verify paperwork. Please ensure that your driver has a copy of the following:
  - Your Company Name and Booth Number
  - Customs Papers (if applicable)
  - Material Handling Order Form
- (4) The marshalling yard will be open one (1) hour prior to the scheduled move-in and/or move-out times with the exception of the first day of move-out when the yard will be open two (2) hours prior to show closing.
- (5) An attendant will be posted at the marshalling area. The attendant will assign the delivery order of the vehicles and give the driver a numbered ticket based on the prearranged priority listing produced by GES Canada.
- (6) A call will be made to the attendant at the marshalling yard to dispatch vehicles. As space becomes available, the drivers will be directed to the appropriate loading dock.
- (7) Upon arrival at the specified entrance, the driver will turn in his assigned ticket to an attendant who will then direct the vehicle to the appropriate loading dock/door.
- (8) The Dock Manager will meet vehicles at the loading doors for anyone requiring access to the show floor in order to off load equipment.