

MOVE-IN PROCEDURE

MOVE-IN DATE & TIME: Tuesday, November 1, 2016
10:00 am – 6:00 pm (All Exhibitors)

All exhibits must be completed by 6:00 pm, Tuesday, November 1, 2016

ACCESSING THE FACILITY

- All vehicles moving in should identify themselves to the parking attendants as a participant in Advanced Manufacturing Canada. The parking attendants will then direct you to the appropriate loading dock.

MATERIAL HANDLING

All material handling transactions 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.

NOTE: ALL MATERIAL HANDLING PAYMENTS ARE THE RESPONSIBILITY OF THE EXHIBITOR.

HAND-CARRIED MATERIALS

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.)

CRATE STORAGE

Empty containers will be picked up, stored, and returned to you as a complimentary service. We will be working as rapidly as possible, but please be patient as there are many 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. Storage labels are available from GES Service Desk.

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 must not be stored behind your booth.

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.

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.**

MOVE-OUT PROCEDURE

MOVE OUT DATES & TIMES: **Thursday November 3, 2016**
4:00 pm – 8:00 pm

Beginning at 4:00 p.m. on Thursday November 3, 2016, all materials in storage will be returned to the booths.

ALL exhibits must be removed by 8:00 pm on Thursday, November 3.

DISMANTLING OF EXHIBITS

No dismantling or removal of exhibits or exhibit material is permitted before the close of the show.

Exhibitors are urged to remove small cartons and open cases of products from the building immediately after the close of show. While Show Management will take all reasonable security measures to safeguard small items, immediate removal of such items will minimize the possibility of loss from pilferage.

LOADING DOORS

During move-out, freight will be shipped from the show through the same doors that were used for move-in. The floor will have a materials handling crew, as well as a representative from Show Management who will be checking with exhibitors to ensure a smooth and trouble-free move-out.

REMOVAL OF EXHIBIT MATERIALS

At the close of the show, where exhibitors fail to pick up or couriers refuse to accept shipments, Show Management reserves the right to reroute such shipments where no destination is provided. This material may be hauled to a warehouse and the exhibitor will be charged accordingly for this routing or handling. To simplify your move-out, we recommend the use of our Official Transportation Carrier.

