

Move-In/Move-Out

Exhibitor Move-In

The Marshalling Yard on Cherry Street is no longer in use for exhibitor move-in. Please refer to the following pages for the Metro Toronto Convention Centre move-in system, Voyage Control.

The trade show will be located in Exhibit Halls D and E in the South Building of the Metro Toronto Convention Centre, which is located at 222 Bremner Boulevard, one block north of Lakeshore Boulevard, West at York Street.

- As per the Ministry of Labour, children under 16 years of age are NOT permitted on the show floor during move-in or move-out.
- No material may be taken through the main entrance unless it can be carried by hand.
- Dollies are not allowed on carpeted areas.
- No equipment may be transported on the escalators or public passenger elevators.
- Exhibitors must provide their own labour for spotting, erecting and dismantling of their exhibits. Skids must be used for all heavy pieces of equipment.
- Double-sided Scapa tape, low tack cloth gaffer tape or TransRite are the only tapes permitted for use in the exhibit hall. All tape must be removed prior to vacating the space or charges will apply.**

All unloading, loading and removal of equipment and materials to the booth and to and from on-site storage is included in your exhibit booth rental fee.

Exhibit Floor Dates and Times

Exhibitor Move-in	Tuesday, April 16, 2024 12:00 pm – 9:00 pm	Wednesday, April 17, 2024 8:00 am – 9:00 pm	
Exhibitor Registration/Badge Pick-up	Wednesday, April 17, 2024 10:00 am – 7:00 pm	Thursday, April 18, 2024 7:00 am – 5:30 pm	Friday, April 19, 2024 7:00 am – 5:30 pm
Exhibit Floor Open	Thursday, April 18, 2024 9:00 am – 5:30 pm	Friday, April 19, 2024 9:00 am – 5:30 pm	
Exhibit Floor Cocktail Reception	Thursday, April 18, 2024 4:30 pm – 5:30 pm	Friday, April 19, 2024 4:30 pm – 5:30 pm	
Exhibitor Move-out	Friday, April 19, 2024 5:30 pm – 10:00 pm	Saturday, April 20, 2024 8:00 am – 12:00 noon	

Metro Toronto Convention Centre – Personal Protective Equipment



All exhibitors and service providers working on the show floor during move-in and move-out periods are required to wear approved personal protective equipment (PPE), including CSA approved (or equivalent) safety shoes, and brightly coloured safety vests.

Hard hats and harnesses are to be used when warranted by safety considerations. All exhibitors and exhibitor service providers must adhere to the Occupational Health and Safety Act, Ontario regulation 213/91 (Construction Projects) and 851/90 (Industrial).

Safety in the workplace is an important issue for all of us and the ODA and the MTCC appreciates your full co-operation and support with this important issue.



SAFETY FOOTWEAR MANDATORY DURING MOVE-IN/MOVE-OUT

PLEASE NOTE: Exhibitors without protective footwear and safety vests will not be permitted access on to the exhibits floor during the move-in/move-out. Due to significant vehicular and equipment traffic, for move-in/move-out, Exhibitor on-site employees and/or suppliers/contractors are required to wear safety shoes when on-site during move in and move out. **The use of waivers for health and safety purposes will no longer be available at ASM24. Please ensure that your employees, vendors/suppliers have the appropriate safety equipment prior to the move-in/move-out.**

A limited supply of steel toe caps and safety vests will available for sale on-site.

Move-In/Move-Out



WORKING AT HEIGHTS and USE OF LADDERS



There are many situations where working at heights is necessary. In order to avoid injury, we require the following procedures to be followed:

- Proper extension devices (i.e. ladders) must be used. We strongly discourage the use of ladders 12' or higher. Items such as tables, chairs, boxes, etc. shall not be used to lift a person.
- Ladders are not to be used as working platforms. If working at a height is required for an extended period of time, proper platforms must be used.
- All ladders should be maintained in safe working order with suitable heights, weight loads, non-slip footings, rung spacing and tethers capable for what they are subject to. Ladders must be CSA approved.
- When in use, ladders also need to be placed on a firm non-slip ground surface.
- Ensure on-site employees and/or suppliers/contractors working at heights comply with all the local fall arrest and fall protection legislated requirements.
- Proper fall protection equipment (i.e. lanyard and safety harness) must be worn when working at heights over three metres or 10 feet.
- Ensure a safe and engineered approved anchor is used as the fixed support system for fall protection equipment and that the anchor system meets weight and height requirements for the task.
- All Exhibitor's on-site employees and/or suppliers/contractors working at heights must be trained and understand the proper use of fall protection equipment and extension devices.
- Work at heights should be carried out with the use of the proper lifting equipment and personnel must be tied off with the required fall arrest equipment.
- All Exhibitors will reinforce with on-site employees and/or suppliers/contractors strict compliance requirements to fall arrest and fall protection standards and procedures.
- Scissor lifts are available for rent on site through Showtech Services. This information will be included in the Exhibitor Service Centre. Please book these services in advance.



SHOW FLOOR HEALTH AND SAFETY

Everyone on the show floor is responsible for ensuring a healthy and safe working environment.

This is for your safety, and it is the law. If you have any questions related to these rules, please contact show management.

- All incident/accidents that occur on-site must be reported to security and show management immediately.
- For fire and medical emergencies, you must follow the Facilities emergency response procedures.
- No persons under 16 years of age are allowed on the show floor during move-in/move-out.
- All personnel on the show floor during move-in/move-out are required to wear CSA-approved safety footwear. This a legal requirement for which you are personally responsible and liable for.
- Freight free aisles and emergency exits must be kept clean and clear of any materials at all times.
- Only authorized vehicles are allowed on the exhibits floor. Vehicles require a spotter to escort the vehicle and for all reversing vehicles. Maximum speed is walking speed. Keep vehicle idling to a minimum.
- If you are planning on bringing a vehicle to the show, please contact show management in advance of your move-in date.
- Do not stand on tables, chairs, boxes, etc.
- Proper fall protection equipment (i.e. CSA-approved tether and safety harness) must be worn when working at heights over 3 meters (10 feet).
- Ladders are not to be used as working platforms for work over three metres high (10 feet).
- When working in an area where overhead work exists, use of CSA-approved hardhats are required (and safety glasses when necessary).
- Overhead work areas must be cordoned off. (Minimum requirements are cones and yellow caution tape.)
- All work areas/booth spaces are to be kept clean and in reasonable order. Please put your garbage in the appropriate waste containers.
- Use personal protective equipment as required by law (i.e. safety glasses, gloves, orange vests.)
- No smoking.