

MOVE-IN BULLETIN

Provide a copy of this bulletin to all parties involved in the move-in of your exhibit and schedule your set-up team & carrier accordingly

**NEW LOCATION: The MTCC Marshalling Yard is now located at 100/129 Cherry Street
Be sure to alert your carrier. Refer to the [Vehicle Marshalling](#) web page for details.**

We have 1,050 exhibiting companies and as such we have set up a schedule that starts at the front of the hall and works back towards the loading docks. Take a few minutes to determine the time your section of the floor has been scheduled to move-in.

1. Confirm your booth number by visiting the online list of exhibitors on the Attendee portion of the website.
2. Locate your booth on the move-in schedule refer to the online corresponding coloured legend. Click on the image above to access a printable version.
 - Your scheduled time is when you have access to the loading docks at the back of the exhibit hall to move your exhibitry onto the Show floor. **You do not have to use the loading docks if you can safely bring your exhibitry onto the show floor through the front of the hall.** Simply park in the South Building underground parking lot and access the Show floor via the escalators and elevators.
 - **You may not move-in earlier than your scheduled time however, if you DO NOT require loading dock access you may move-in later than your scheduled time.** To change your time please email me at sboydvanexan@mmart.com confirming that you will not be moving in through the loading docks and detailing when you would like to move-in. You must receive an email back from me confirming that the change has been made. I will notify all of the suppliers of the change so you do not have to do so. Please note that we physically can not move all 1050 + exhibiting companies into the hall at the same time and therefore we must adhere to the schedule as closely as possible. Monitoring of any changes is crucial to the success of the process.
 - You may stay on the Show floor to set up your display for the remainder of the move-in time for that day (Monday until 10:00 pm, Tuesday until Midnight) and return the following day at the earliest scheduled time to finish (Tuesday at 8:00am, Wednesday at 8:00am).
 - **Drive-in Access - MONDAY ONLY** – Vehicles will be allowed to drive in to a designated area of the show floor for a maximum of 15 minutes – to offload **ONLY**. Vehicles must be smaller than a cube-van. **Drive-in WILL NOT be available for move-out.**
 - Personal Protective Equipment – Hazards that lead to potential injuries to feet, head, hands and eyes are common in many industries. The wide variety and volume of work activity carried out during the move-in process can expose employees to these types of injuries. As such, all persons involved in the move-in process must wear proper protective footwear. In areas designated as construction zones, and where overhead work is being done, hardhats and proper protective footwear are mandatory per the Occupational Health & Safety Act.

Please ensure that all of your set-up staff and carrier involved in your move-in are aware of this and come equipped with the required safety equipment. Steel toed shoes are mandatory during all move-in and move-out times so make sure that the individuals that you will have in your booth on closing day are aware of this.



For information on how you can simplify your move-in and perhaps reduce some of your costs please refer to the enclosed Simplify Your Move-In sheet. Should you have any questions about your move-in time, or planning please contact me at sboydvanexan@mmart.com. Additional move-out information can be found on the website.

I would like to remind you that workplace and workers safety is everyone's responsibility and as such, all participants must comply with the legislation contained in the Occupational Health & Safety Act, which is governed by the Province of Ontario. All persons active in the onsite activities should be properly trained in and aware of the appropriate safety responsibilities pertinent to the tasks they are performing. All equipment should be inspected and in proper working condition.

Thorough planning and communication is the key to a smooth move-in. Please take the time in advance to communicate all aspects of the move-in process to all parties that will be involved in your move-in to ensure that you do not run into any issues, delays or incur any additional costs on move-in day.

I look forward to assisting you with making this happen.

Sincerely,

Susan Boyd Van Exan
Coordinator, Show Operations
416-512-3808